

Conformance Chart for POLICE DEPARTMENT											R-309234
Records Disposition Schedule Revised as of October 23, 2013											Date: 09/23/2014
PREVIOUS					CURRENT						
Record Series No.	Records Series Title	Retention			Record Series No.	Records Series Title	RETENTION			Contents	Remarks
		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
1	Personnel Files - Individual	See Record Series			GRDS Section O	Personnel Records	See GRDS				Covered by General Records Disposition Schedule Section O.
	Current Employees	Retain all records in office.									
	Transferring Employees	See the Records Retention Evaluation									
	Terminated Employees	Destroy all records 5 years after the employee termination									
2	Administrative Policy Files	Send to Records Center when no longer needed in the office.	P	P	GRDS No. 5	Administrative-Department Police Files	P	-	P	Contents of these files include memoranda, reports, correspondence, and related documents.	Arranged alphabetically by subject. Covered by General Records Disposition Schedule, No. 5.
3	Administrative Working Files	Destroy when reference value ceases.	-	Destroy when reference value ceases.	GRDS No.10b	Administrative-Department Working Files -Routine	URVC	-	URVC	Contents of these files include memoranda, reports, correspondence, and related documents.	Arranged alphabetically by subject. Covered by General Records Disposition Schedule No. 10b.
4	Appeals Files	3	2	5	RS No. 4	Appeals Files	3	2	5	Contents of these files include correspondence, Notices of Termination, meeting notes, Employee Evaluations, and audio tapes.	Arranged chronologically by year, alphabetically by name or subject thereunder.
5	Correspondence -Routine	2	-	2	GRDS No. 110	Correspondence - Routine	2		2	consists of correspondence and memoranda on a variety of subjects related to the department. Files are found in offices of deputy chiefs and/or commanders.	Arranged chronologically. Covered by General Records Disposition Schedule No. 110.

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6	Inspection and Complaint Files	5	-	5						Subjects in these files include briefings and monthly complaints, sustained complaints and investigations.	Arranged chronologically or by subject. Deleted March 1, 1993.
7	Minutes and Agenda Files	Destroy when reference value ceases.	-	Destroy when reference value ceases.	GRDS No. 315b	Dockets and Agendas Meetings-Advisory/Action Committee/Sub-committee or Staff Meeting	URVC	-	URVC	Subjects in these files include Crime Stoppers, Street Youth Task Force, ARJIS User Committee, ARJIS Management Committee, and the Urban League.	Arranged by subject, chronologically thereunder. Covered by General Records Disposition Schedule Nos. 315b and 330b.
					GRDS No. 330b	Minutes - Advisory/Action Committee/Sub-committee or Staff Meeting	URVC		URVC		
8	Requests for Council Action	Destroy when reference value ceases.	-	Destroy when reference value ceases.	GRDS No. 345b	Requests for Council Action (Form No. CM-1472)	URVC	-	URVC	are used to bring an issue before the City Council for action. These duplicates are maintained for reference purposes.	Arranged chronologically. Covered by General Records Disposition Schedule No. 345b.
9	Shooting Incident Review Files	2	-	2						consist of the records of the investigations and findings of this board. Contents of these files include memoranda, Internal Affairs Routing Lists for Shooting Reports, Investigator's Reports, Supervisor's Investigations, Officer's Report Narratives (ARJIS-9), Vehicle Reports (Form No. PD-143), Property Tags (Form No. PD-277), Evidence Reports, and Crime/Incident Reports (ARJIS-2).	Arranged by officer name. Deleted February 1, 1993.

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10	Accident Statistics Files				RS No. 10	Accident Statistics Files				Contents of these files include Drunk Driving Test Recaps, Traffic Death Statistics, Traffic Fatalities by Area Command Statistics, Traffic Operations Recap, 5-year Statistical Traffic History, and Population and Land Use Bulletins. Subjects in these files include Accident Enforcement, Accident Study, Police Accidents, Accident Reduction, Bicycle Collisions, Department and Division Statistics, Fatal Collisions, and Felony Statistics.	Arranged by subject, chronologically thereunder.
	Original	3	2	5		Original	3	2	5		
	Duplicate	Destroy when reference value ceases	-	Destroy when reference value ceases		Duplicate	Destroy when reference value cease	-	Destroy when reference value cease		
11	Activity Reports				GRDS No. 15	Administrative-Department Working Files-Routine				contain information on work performed and activities of section personnel. Reports vary as to frequency. Reports include Watch Recap Reports, Traffic Operations Reports, Monthly Management Reports, Monthly Statistics by Agency (Computer Report P04-420), Traffic Enforcement Activity Reports, Department Quarterly Accident and Enforcement Statistics, Traffic Division Bi-Weekly Activity Reports, Quarterly Managerial Reports, Traffic Services Monthly Recaps, Traffic Investigations Unit Total Reports, and Statistical Traffic Histories.	Arranged chronologically. Covered by General Records Disposition Schedule No. 15. Retention decreased from 3 years to 2 years.
	Original	3	-	3		Original	2	-	2		
	Duplicate	Destroy when reference value ceases.	-	Destroy when reference value ceases.		Duplicate	Destroy when reference value ceases	-	Destroy when reference value ceases		

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12	Administrative Working Files				GRDS No. 15.	Administrative-Department Working Files-Routine				consist of documents and information pertaining to issues of interest to the section which are used for research and/or reference. Subjects in these files include Accident Investigations, Bail Schedule Review, Claims Against the City, Computer System, Court Liaison Activity Reports, Emergency Plans, Equipment, Hazardous Material, Inspection, Inventory, Manager Reports, Personnel, Special Events, Trolley Study, Vacation Schedules and Division Overtime.	Arranged alphabetically by subject. Covered by General Records Disposition Schedule No. 15.
	Original	2	-	2		Original	2	-	2		
	Duplicate	Destroy when reference value ceases.	-	Destroy when reference value ceases.		Duplicate	Destroy when reference value ceases	-	Destroy when reference value ceases		
13	Arrest Reports	Destroy when reference value ceases.	-	Destroy when reference value ceases.						include Crime/Incident Reports (ARJIS-2) and Officers Report Narratives (ARJIS-9).	Arranged chronologically. Obsolete, no longer kept.
14	Budget Working Files				GRDs No. 165a	Financial/Budget-Budget Working Files				Files include expenditure reports, copies of the preliminary budget, memoranda, correspondence, statistical data, appropriations information, personnel payroll information, and related materials.	Arranged chronologically. Covered by General Records Disposition Schedule No.165a.
	Original	5	-	5		Original	5	-	5		
	Duplicate	Destroy when reference value ceases.	-	Destroy when reference value ceases.		Duplicate	URVC	-	URVC		

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15	Contingency and Tactical Action Plans	2 or until references value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	GRDS No. 15	Department Working Files-Transitory	2	-	2	Subjects include anti-nuclear protest, Convair, O.B. bike race, and Sports Arena.	Arranged by subject. Covered by General Records Disposition Schedule No. 15a. Retention decreased to 2 years; division name changed.
16	Correspondence -Routine (Admin.)	2	-	2	GRDS No. 110	Correspondence-Routine	2	-	2	consists of correspondence, memoranda, and bulletins on a variety of subjects.	Arranged chronologically. Covered by General Records Disposition Schedule No. 110.
16	Correspondence-Routine (OP. Support)				GRDS No. 110	Correspondence-Routine			consists of memoranda and correspondence on a variety of issues relating to the department. Includes departmental announcements on policies and procedures. Found in locations within the division.	Arranged chronologically. Covered by General Records Disposition Schedule No. 110.	
	Original	2	-	2		Original	2	-			2
	Duplicate	Destroy when reference value ceases.	-	Destroy when reference value ceases.		Duplicate	Destroy when reference value ceases	-			Destroy when reference value ceases
16	Correspondence -Routine (Traffic)	2	-	2	GRDS No. 110	Correspondence-Routine	2	-	2	consists of incoming and outgoing correspondence and memoranda, mostly on an informational nature, relating to the activities and functions of the section.	Arranged chronologically. Covered by General Records Disposition Schedule No. 110.
17	Crime Case Files	Destroy when no longer needed.	-	Destroy when no longer needed.	GRDS No.10b	Administrative-Department Working Files-Routine	URVC	-	URVC	include Crime/Incident Reports (ARJIS-2) and Officers Report Narratives (ARJIS-9). Records of investigations of crimes reported to the department. Originals are sent to Records Section; duplicates are maintained in the stations during the course of the investigation.	Arranged numerically by case number. Covered by General Records Disposition Schedule No. 10b.

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18	Crime Complaint Logs	3	-	3	GRDS No. 275	Crime Complaint Logs	2 or URVC	-	2 or URVC	(Form No. PD-64) contain summary information on crimes reported to the department.	Arranged chronologically. Covered by General Records Disposition Schedule 275; retention changed to 2 years or until reference value ceases.
19	Crime Logs	2 or URVC, ceases, whichever occurs later.	-	2 or URVC, whichever occurs later.	GRDS No. 275	Logs	2 or URVC, whichever is later	-	2 or URVC, whichever is later	consists of Crime Against Persons Logs and Crime Against Property Logs.	Arranged by type of log, chronologically thereunder, numerically by case number thereunder. Covered by General Records Disposition Schedule Nos. 275.
20	Daily Activity Reports	6 mos	1 yrs 6 mos	2						consists of information on activities including arrests made by the WECAN unit. Contents include rosters, unit journals, and Walking Enforcement Campaign Against Narcotics (Form No. PD-972).	Arranged chronologically. Obsolete; no longer created or maintained.
21	Daily Complaint Logs	Destroy when reference value ceases.	-	Destroy when reference value ceases.						(Computer Report B73-320-03) provide a synopsis of all crime cases reported within the previous twenty-four hours. Originals are maintained by Records Section, duplicates are sent to each station.	Arranged chronologically. Obsolete; not used by Field Operations Since 2003. Information can be searched in Criminal Records Management System.
22	Daily Traffic Summaries	3	-	3						(Form No. PD-70) list types of citations and other activities by section staff.	Arranged chronologically. Obsolete; Traffic Division stopped performing this function in January 2000.

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23	Department Policies and Procedures Files	Destroy when reference value ceases.	-	Destroy when reference value ceases.	GRDS No. 5b	Department Policy	URVC	-	URVC	consist of Police Department Instructions (Form No. PD-275) and memoranda from the department with announcements or general information about department activities, policies, or procedures.	Arranged by Department Instructions and by department memoranda. Covered by General Records Disposition Schedule No. 5b.
24	Discipline Logs	3	-	3	RS No. 24	Discipline Logs	3	-	3	record disciplinary actions taken by sergeants on their officers.	Arranged chronologically.
25	Division Master Schedules	6 mos	Send to RC for storage. *4 yrs and 6 mos	5	RS No. 25	Division Master Schedules	5	-	5	record which officers are to report to what beat and when. *Prepare Transfer List under title, Police Work Schedule (series #26 in the City Attorney Records Disposition Schedule) and send to City Attorney for signature. Transfer records to the Records Center after receiving approval of Record Center Supervisor.	Arranged chronologically. Division name changed. Copy designation changed. Retention modified to show that nothing will come to the Records Center. Because all schedules are now maintained on the Local Area Network (LAN), this series also includes what had been Record Series No. 52.
26	Explorer Post Meeting Files	2		2						Include agendas, minutes, correspondence, and memoranda.	Arranged chronologically. Obsolete; no longer created or maintained.
27	Fatal Traffic Accident Files				RS No. 165	Traffic Accident Files for Fatalities and/or Felonies				consist of cover memoranda and other information on this type of traffic accident. Detailed information on these accidents is also found in files maintained by the Records Section.	Arranged chronologically. Became part of Record Series No. 165 – Traffic Accident Files for Fatalities and /or Felonies
	Original	5	5	10		Original	10	-	10		
	Duplicate	Destroy when reference value ceases	-	Destroy when no reference value ceases		Duplicate	Destroy when no longer needed	-	Destroy when no longer needed		

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28	Juvenile Detention Logs	2	-	2	GRDS No. 275	Logs	2 or URVC, whichever is later	-	2 or URVC, whichever is later	summary records of information on juvenile detentions	Arranged chronologically. Covered by General Records Disposition Schedule No.275. Retention increased to 2 years or until reference value ceases, whichever is later.
29	Leave Reports	Destroy when no longer needed.	-	Destroy when no longer needed.	GRDS No. 195b	Financial/Budget Files/Payroll Records	Destroy when no longer needed	-	Destroy when no longer needed	include Leave of Absences (Form No. CS-1425) which record who took time off when and for what purpose.	Arranged chronologically. Covered by General Records Disposition Schedule No. 195b.
30	Logs				GRDS No. 275	Logs				are records of activities and events such as D.U.I. arrests made by staff.	Arranged by type of incident, chronologically thereunder. Covered by General Records Disposition Schedule No.275. Retention increased to 2 years or until reference value ceases, whichever is later.
	Original	2	-	2		Original	2 or URVC, whichever is later	-	2 or URVC, whichever is later		
	Duplicate	Destroy when reference value ceases.	-	Destroy when reference value ceases.		Duplicate	Destroy when reference value ceases.	-	Destroy when reference value ceases.		

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31	Office Management Files/Field Operations	2	-	2	GRDS No. 275	Logs	2 or URVC, whichever is later	-	2 URVC, whichever is later	Consist of records resulting from the day to day administration of the office. Subjects in these files include assignment rosters, Captain's Quarterly Inspection Reports, staffing level monthly reports, inventory records, special details, and vehicle allocation. Files are found both in substation and in the Administration Section. Contents of these files include memorandum reports, Interoffice Communications (Form PD 951), and vehicle sign-out Logs.	Arrange by subject. Covered by General Records Disposition Schedule Nos. 275 and 85
					GRDS No. 85	Equipment Inventory - Individual Dept. (original)					
						a) Returned	Returned + 2	-	Returned + 2		
						b) Lost or Stolen	Until Returned	-	Until Returned		
31	Office Management Files/Field Operations/ Zone I/Traffic Management	3	-	3	GRDS No. 85	Equipment Inventory - Individual Dept. (original)				Consist of records dealing with the day to day fiscal and administrative activities of the office. Contents of these files include Long Distance Call Records (Form BD-117) and Authorization to Dispose of Vehicle	Arrange by type record, unarranged or chronologically thereunder. Covered by General Records Disposition Schedule Nos. 135 and 85.
						a) Returned	Returned + 2	-	Returned + 2		
						b) Lost or Stolen	Until Returned	-	Until Returned		
					GRDS No. 135	Expenditure made with Dept Funds.	3	-	3		
32	Officer's Daily Journals	6 mos	1 yr & 6 mos	2	GRDS No. 255	Journals	2	-	2	(Form No. PD-972-FOS) contain information on daily activities and events during an officer's shift.	Arranged chronologically. Covered by General Records Disposition Schedule No. 255.
33	Overtime Slip Files/Field Operations	Destroy when reference value ceases.	-	Destroy when reference value ceases.	GRDS No. 195b	Notice of Absence or Overtime	End of fiscal year + 3	-	End of fiscal year + 3	records of who worked overtime when. Originals are sent to Payroll.	Arranged chronologically. Covered by General Records Disposition Schedule No. 195. Retention changed to "end of fiscal year + 3 years".

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33	Overtime Slip Files/Field Operations Administration	Destroy when no longer needed.	-	Destroy when no longer needed.	GRDS No. 195	Notices of Absence or Overtime	End of fiscal year + 3	-	End of fiscal year + 3 years	records of who worked overtime when. Originals are sent to Payroll.	Arranged chronologically. Covered by General Records Disposition Schedule No. 195. Retention changed to "end of fiscal year + 3 years".	
34	Police Pursuit Files	2	Send to RC for storage.*		RS No. 34	Police Pursuit Files	3	-	3	are records of accidents which occur during police pursuit of vehicles and involve police Equipment. Contents of these files include Collision Summaries (Form No. PD-154), Collision Summaries (Form No. PD-156), Collision Interviews (Form No. PD-154A), Arrest/Juvenile Contact Report (ARJIS-8), San Diego Regional Officers Report (ARJIS-9), tape recordings of radio communications, Tape Research Requests (Form No. PD-805-CO), Supervisor's Vehicle Accident and Industrial Incident Investigation Report (Form No. RM-1555), and photographs.	Arranged chronologically. Retention increased to 3 years. *Send Transfer List to City Attorney under the title Accident Report Files (Series 2 in the City Attorney Records Disposition Schedule). Transfer the records after the Transfer List has been approved by the Record Center Supervisor.	
35	Property Tags	*	-	*	RS No. 139	Property Tags			(Form No. PD 727) are records of property taken in relation to arrests or incidents. * Sent to Property Evidence Unit when property is ready for release or disposal (See Police Dept RS No. 139)	Arranged numerically by property tag number. Series was combined with Record Series No.139 "Property Tags".		
						Original		Inactive + 7			-	Inactive + 7
						Duplicate		Sent to Property Evidence Unit when property is ready for release or disposal				

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36	Property Tag Logs	2	-	2	GRDS No. 275	Logs	2 or URVC, whichever is later	-	2 or URVC, whichever is later	record incoming property seized by officers and subsequently sent to the Property Section.	Arranged numerically by tag number and chronologically. Covered by GRDS No. 275. Retention changed to 2 yrs or until reference value ceases whichever is later.
37	Radar Service Files	2 or URVC, whichever occurs later	-	2 years or URVC, whichever occurs later	RS No. 37	Radar Service Files	2 or URVC, whichever occurs later	-	2or URVC,, whichever occurs later	Contents of these files include Certifications of Calibration, brochures, specifications, and correspondence.	Arranged by radar number.
38	Research Study Files	2 or URVC, whichever occurs later	-	2 or URVC, whichever occurs later	Schedule GRDS No. 15	Administrative Working Files-Transitory	2	-	2	Types of studies include alcohol consumption, dependent abuse, cults and shotguns. Contents of these files include surveys, policies, reports, memoranda, and correspondence.	Arranged by type of study. Covered by General Records Disposition Schedule No. 15. Retention reduced to 2 years.
39	Reserve Academy Files	5	-	5	GRDS No. 10	Administrative Files/Department Working Files-Routine	5	-	5	Contents of these files include photographs, academy rosters, course outlines, class schedules, and memoranda.	Arranged by academy number. Covered by General Records Disposition Schedule No. 10.
40	Reserve Personnel Index Cards	Cessation of service +5	-	Cessation of service +5	GRDS No. 600	Workers Paid for by Other Agencies/Volunteers Job descriptions and evaluations	Termination +5	-	Termination +5	contain personnel data and training information for all reserve officers.	Arranged alphabetically by name of reserve officer. Covered by General Records Disposition Schedule No. 600.
41	Ride-Along Files				GRDS No.	Administrative	2	-	2	Contents include Ride-Along	Arranged chronologically.

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		Original	2	-	2	15	Files/Department Working Files-Transitory				Request Forms (Form No. PD-973) and logs.
	Duplicate	Destroy when reference value ceases.	-	Destroy when reference value ceases.							
42	Route Slip Files (Police/field Operations/ Zone I/Field Operations Administration)	1	-	1	GRDS No. 275	Logs	2 or URVC	-	2 or URVC	Route slips are request for information or complaints from citizens regarding city policies or procedures and they are referred to staff for response. Citizens Assistance maintains Route Slip for five years	Arranged chronologically. Covered by General Records Disposition Schedule Nos. 275 and 605d. Retention for Route Slips changed to 6 mos. Retention for Route Slip Logs changed to 2 yrs or until reference value ceases.
					GRDS No. 605d	Route Slip	6 mos. or URVC	-	6 mos. or URVC		
42	Route Slip Files/Field Operation/ Zone 1/Traffic Management	1		1	GRDS No. 275	Logs	2 or URVC	-	2 or URVC	Contents of these files include Route Slips (Form No. CM-8), Route Slip Logs, Complaint Control Forms, and Speed Surveys.	Arranged by beat number, chronologically thereunder. Covered by General Records Disposition Schedule Nos. 275 and 605d. Retention for Route Slips changed to 6 mos. Retention for Route Slip Logs changed to 2 yrs or until reference value ceases.
					GRDS No. 605d	Route Slip	6 mos. or URVC	-	6 mos. or URVC.		
43	Speed Surveys	2 or until superseded whichever occurs later.	-	2 or until superseded whichever occurs later						computer printouts (K28-005) which record results of the measurement of the of speed of traffic on City streets.	Arranged by street. Obsolete, not maintained since January 1999.

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44	Staffing Files	2 or URVC whichever occurs later	-	2 or URVC whichever occurs later.	GRDS No. 470	Personnel Records/Employee information	2 or URVC whichever occur later	-	2 or URVC whichever occur later	Contents of these files include memoranda, statistics, rosters, training questionnaires, first aid certificates, and driver's license lists.	Arranged chronologically. Covered by General Records Disposition Schedule No. 470.
45	Statistics Files	3	-	3						summary information on activities and outputs of staff. Compiled by month.	Arranged chronologically. Obsolete, not kept or maintained since January, 1999.
46	Street Cards	2 or URVC whichever occurs later	-	2 or URVC whichever occurs later						record when a street was patrolled and what, if any, events occurred.	Arranged alphabetically by street name. Obsolete, not kept or maintained since January, 1999.
47	Subpoena Logs	2	-	2	GRDS No. 275	Logs	2 or URVC whichever is later	-	2 or URVC whichever is later	are records of subpoenas served on the department.	Arranged chronologically. Covered by General Records Disposition Schedule No. 275. Retention changed to "2 years or until reference value ceases, whichever is later."
48	SWAT Incident Reports	2 or URVC whichever occurs later	-	2 or URVC whichever occurs later	RS No. 48	SWAT Incident Reports	2 or URVC whichever occurs later	-	2 or URVC whichever occurs later.	records and critiques of actions taken by SWAT teams in response to incidents.	Arranged chronologically.
49	Technical Reference Materials	Destroy when reference value ceases.	-	Destroy when reference value ceases.	GRDS No. 625b	Technical Reference Materials/Produced by the City	Superseded or URVC	-	Superseded or URVC	manuals, brochures, articles, and training materials which are used as reference to aid the section in performing its duties.	Arranged by manual. Covered by General Records Disposition Schedule No.625b.

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50	Vehicle Abatement Files-Private Property				RS No. 50	Vehicle Abatement Files-Private Property	2	-	5	are records of vehicles on private property which are public nuisances & are required to be removed. Contents of these files include Complaint Forms, Orders To Remove Public Nuisance Vehicle (Form No. PD-969-TF), computer printouts, photographs, Abatement Orders, Notices - Removal of Abandoned Vehicles, Certified Mail Receipts (Postal Service Form No. 3800).	Arranged chronologically, by case number thereunder. Retention changed to 5 years per the statute of limitations for trespassing.
	Original	1	1	2							
	Duplicate	Destroy when reference value ceases.	-	Destroy when reference value ceases.							
51	Vehicle Abatement Files - Public Property				RS No. 51	Vehicle Abatement Files - Public Property	5	-	5	records of vehicles on public property which are required to be moved. Contents of these files include 72-Hour Violation Forms (Form No. PD-1067).	Arranged chronologically, by case number thereunder. Retention changed to 5 years.
	Original	4 mos.	1 yr and 8 mos.	2							
	Duplicate	Destroy when reference value ceases	-	Destroy when reference value ceases							
52	Work Schedules/Field Operations	2	-	2	RS No. 25	Work Schedules	5	-	5	records of when and where police officers work on patrol.	Arranged chronologically. This is the same as RS. No. 25, "Division Master Schedule." Retention increased from 2 to 5 years. *Send transfer list to City Attorney under the title Police Work Schedule. (Series 26 in the City Attorney Records Disposition Schedule). Transfer records after the Transfer list has been approved by Records Center Supervisor.
52	Work Schedules (Field Operations/ Zone I/ Traffic Management)	3	Send to RC. *							records of daily staff assignment.	

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53	Workload Reports	3	-	3	GRDS No. 575	Work Assignment Sheet, Logs, Schedule	2	-	2	include Case Load Management Reports, Monthly Management Reports, and spread sheets showing the number and type of cases handled by different types of teams.	Arranged by type of report, chronologically thereunder. Covered by General Records Disposition Schedule No. 575. Retention decreased from 3 years to 2 years.
54	Correspondence (Internal Affairs)	5	-	5						citizen complaints, inter-office communications, requests for information, and correspondence regarding the Civilian Review Board.	Arranged chronologically. Deleted March 1, 1993.
55	Incident Report Files	5	-	5	RS No. 55	Incident Report Files	5	-	5	written reports that describe situations or circumstances at such events as major crime scenes or large public gatherings that require additional officers.	Arranged chronologically.
56	Incident Officer Reference Files	5 years or URVC	-	5 years or URVC						(Form No. PD-3Y3A) provide an index or finding aid for investigations.	Arranged alphabetically by officer name, chronologically by incident date, numerically by incident number, and alphabetically by complainant or victim name. Deleted February 1, 1993.
57	Inspection and Control Report Files	2	-	2	GRDS No. 15	Administrative-Department Working Files-Transitory	2	-	2	Contents of these files include reports which include recommendations, analyses, and follow-ups.	Arranged chronologically by year, numerically by case number. Covered by General Records Disposition Schedule No. 15. Moved: April 25, 2012.

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Record Series No.	Records Series Title	Retention			Record Series No.	Records Series Title	RETENTION			Contents	Remarks
		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
58	Internal Affairs Investigations	5	-	5	RS. No. 58	Internal Affairs Investigations	5	-	5	Files include citizen complaints and internal investigations.	Arranged chronologically by year, numerically by case number thereunder.
59	Pitchess Motion Files	2	-	2	RS No. 59	Pitchess Motion Files	2	-	2	requests by attorneys for information on police officers involved in court cases.	Arranged alphabetically.
60	Workload Statistics Files	5	-	5	GRDS No. 10a	Administrative Files/Department Working Files-Routine	5	-	5	records of the number of investigations on-going, closed, and pending that are conducted by staff of this section.	Arranged chronologically. Covered by General Records Disposition Schedule No. 10a.
61	ARJIS Meeting Files	Destroy when reference value ceases.	-	Destroy when reference value ceases.						consist of minutes of agendas for ARJIS meetings.	Arranged chronologically by month. Obsolete, no longer kept or maintained since July 1999.
62	Accident Report Files	1	-	1	RS No. 62	Accident Report Files	1	-	1	are records of vehicle accidents which involve police vehicles. Contents of these files include Traffic Collision Reports (Form No. PD-154), Collision Summaries (Form No. PD-156), and Collision Interviews (Form No. PD-156A). Kept by Auto Maintenance while the vehicles are kept by Police Department, Records Division under Record Series No. 169.	Arranged numerically by vehicle number, chronologically thereunder. Record Series description revised.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
63	Administrative Working Files (Fiscal Management)	Destroy when reference value ceases.	-	Destroy when reference value ceases.	GRDS No. 10a	Administrative Files/Department Working Files-Routine	5		5	consist of documents on subjects of interest used for reference and/or research. Subjects in these files include Academy, Administrative Regulations, Auditor's Certificates, Civil Service Commission, Emergency Control Center, Gann Limit, inspectional services, laboratory, parking enforcement, study, P.O.S.T, police shootings, resolutions, San Diego Unified Port District, safety belt program, and suggestion evaluations. Contents of these files include memoranda, Requests for Council Action (From No. CM-1472), resolutions, Civil Service Regulations, hospital bills, invoices, and notes.	Arranged alphabetically by subject. Covered by General Records Disposition Schedule No. 10a. Retention changed to 5 years.
63	Administrative Working Files (Automotive Maintenance)	2 or URVC, whichever occurs later.	-	2 or URVC, whichever occurs later.	GRDS No. 10a	Administrative Files/Department Working Files-Routine	5	-	5	Subjects in these files include commendations, legal claims, safety, shop meetings, shop rules and regulations, smog information, vehicle specifications, outside employment, smog inspection reports, and job descriptions.	Arranged by subject. Covered by General Records Disposition Schedule No. 15a. Retention changed to 5 years.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
64	Agreements Files	Life of agreement. +1	2	Life of Agreement +3	GRDS No. 35	Agreements Files	Term of Agreement +1	4	Term +5	consist of records relating to agreements which involve the department. Subjects in these files include computer aided dispatch, District Attorney's Gang Prosecution Grant, animal control, Claremont Community Hospital, Children's Hospital, Sharp Cabrillo Villa View Hospital, high school night football, human relations consultants, janitorial services, landscape maintenance, miscellaneous agreements, Port District for parking, psychological services, reserve air wing, San Diego Safety Council, San Diego Self Storage, Security Pacific Building lease, storefront leases, trailer leases, towing contracts, and Tijuana Police Department. Contents of these files include memoranda, newspaper advertisements, invoices, Requests for Council Action (Form No. CM-1472), agreements, contracts, Certifications of Un-allotted Balance (Form No. AC-361), resolutions, General Invoices, Interoffice Communications (Form No. PD-951), Proposed Forms (Form No. PA-962), and correspondence.	Arranged alphabetically by subject. Covered by General Records Disposition Schedule No. 35. Retention increased from "Life of Agreement+3 yrs to "term +5".

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
65	Area Crime Evaluations	2	8	10						consist of information on the incidence of crimes in the City, analyses and evaluations of this information, and recommendations on how to address the incidence of crimes. Contents of these files include beat maps, statistics, crime summaries and analyses, recommendations, and Sergeants Tactical Action Targets.	Arranged chronologically, by type of crime thereunder. Obsolete, not kept or maintained since January, 1994.
66	Arrest Log Files	Destroy or erase when no longer needed	-	Destroy or erase when no longer needed	RS No. 19A	Criminal Records Management System (CRMS)	Destroy or erase when no longer needed	-	Destroy or erase when no longer needed	contain information on arrests made by San Diego police officers. This information is taken from existing paper records and put in the computer for ease of reference.	Arranged chronologically, randomly thereunder. No longer kept. Maintained electronically in Criminal Records Management (CRMS) (see Record Series No. 19A).
67	Arrest Records	Destroy when no longer needed	-	Destroy when no longer needed	RS No. 19A	Criminal Records Management System (CRMS)	Destroy when no longer needed	-	Destroy when no longer needed	contain information on arrests made by San Diego police officers. This information is entered into the computer system and used for reference. Contents of these files include Booking and Property Records Arrest/Juvenile Contact Reports (ARJIS-8), and Officer's Reports (ARJIS-9).	Arranged numerically by case number. No longer kept. Maintained electronically in Criminal Records Management (CRMS) (see Record Series No. 19A).
68	Auto Theft Files	2 or URVC, whichever occurs later	-	2 or URVC, whichever occurs later	RS No. 68	Auto Theft Files	2 or URVC whichever occurs later.	-	2 or URVC whichever occurs later.	contain information on stolen, recovered, and stored vehicles.	Random arrangement. Now electronic on the Local Area Network (LAN).

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
69	Bicycle License Files	2	-	2	RS No. 69	Bicycle License Files	3	-	3	(State Form No. Reg. 193) are records of bicycle ownership. The state issues the licenses which are valid for two years.	Arranged numerically by license number and alphabetically by registrant's name. Retention increased from 2 years to 3 years.
70	Breath Test Record Files	Destroy when no longer needed.	-	Destroy when no longer needed.	RS No. 70	Breath Test Record Files	Destroy when no longer needed.	-	Destroy when no longer needed.	are records of breath tests taken to measure alcohol consumption. Originals are placed in case files.	Arranged chronologically. Now electronic on the Local Area Network (LAN) since September 2005. Paper records prior to September, 2005 moved to Schedule 2.
71	Budget Working Files	3	2	5	GRDS No. 165a	Financial/Budget Files/Budget Working Files	5	-	5	consist of the documentation and working papers produced in the preparation, submission, and revision of the department's budget	Arranged chronologically by fiscal year. Covered by General Records Disposition Schedule No. 165.
72	Burn List Files	7	-	7	RS No. 72	Burn List Files	7	-	7	are records of the burning of drugs. Contents of these files include Controlled Substances For Destruction (Form No. ISB-16) and court orders authorizing the burning.	Arranged chronologically. Retention criteria and division name updated.
73	Centralized Communications Center Studies	Destroy when reference value ceases.	-	Destroy when reference value ceases.						consist of studies and reports which were used in the planning and development of the department's centralized communications center. Subjects in these files include ARJIS Conceptual Design, Projected Police Facilities Study, Communications Improvement Study, and Feasibility Study.	Arranged by subject. Obsolete; no longer maintained since 1989.
74	Child Abuse	Destroy or	-	Destroy or						contain the same information found	Random arrangement.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
	Files	erase when no longer needed		erase when no longer needed						in case files. Records are maintained in the computer for rapid reference. Originals kept by Child Abuse.	The Computer program is no longer in used.
75	Citation Log Books	3	-	3	GRDS No. 275	Logs	2 or URVC, whichever is later	-	2 or URVC, whichever is later	provide a record card of the citation numbers provided from officer.	Arranged by type of citation. Covered by General Records Disposition Schedule No. 275. Retention decreased from 3 yrs to 2 years or until reference value ceases, whichever is later.
76	Communications Audio Tape Recordings	1	-	1	RS No. 76	Communications Audio Tape Recordings	1	-	1	are records of calls to Police Department dispatchers.	Arranged chronologically. Division name updated.
77	Community Alert Files	2 yrs or URVC, whichever is later.	-	2 yrs or URVC, whichever is later.						contain names and addresses of commercial and residential community alert group captains.	Random arrangement. Obsolete, no longer created or maintained since January 2000.
78	Computer Chemical Analysis Reports	Destroy when no longer needed	-	Destroy when no longer needed	RS No. 78	Computer Chemical Analysis Reports	7	-	7	are readings from chromatography computers. Data is entered into lab reports. Used as a temporary aid in the preparation of the final document, the lab report.	Arranged by type of test. Copy designation revised; Retention increased to 7 years; retention criteria updated.
79	Correspondence -Routine (Management Services/ Administrative Services/ Public Affairs)	2	-	2	GRDS No. 110	Correspondence-Routine	2	-	2	includes correspondence on subjects related to the department.	Arranged chronologically or by subject. Covered by General Records Disposition Schedule No. 110.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
79	Correspondence -Routine (Management Services/ Administrative Services/ Communication)	2	-	2	GRDS No. 110	Correspondence - Routine	2	-	2	Consist of incoming and outgoing correspondence. Includes request for information, complaints, commendations, procedures. Subjects in these files include citizen's commendation, incoming, outgoing, and San Diego Public Safety Committee.	Arranged by correspondence and memoranda, by subject, and chronologically thereunder. Record Series changed from Record Series No. 79 Schedule 1 to General Records Disposition Schedule No. 110 "Correspondence-Routine".
79	Correspondence -Routine (Management Services/ Administrative Services/ Records)	2	-	2	GRDS No. 110	Correspondence - Routine	2	-	2	consist of correspondence and memoranda concerning office procedures and administrative matters.	Arranged chronologically. Records series changed from Record Series No. 79 Schedule 1 to GRDS No.. 110 "Correspondence-Routine". Division name updated.
79	Correspondence (Crime Analysis)	4	-	4	GRDS No. 110	Correspondence -Routine	2	-	2	includes correspondence, Quarterly Crime Briefings, and Route Slips (Form No. CM-8).	Arranged chronologically. Deleted from Schedule 1; Covered by General Records Disposition Schedule Nos. 110 and 605d. Reduces retention for correspondence to 2 years and for Route Slips to 6 months or until reference value ceases.
					GRDS No. 605d	Route Slips	6 mos. or URVC	-	6 mos. or URVC		

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
79	Correspondence -Routine (Payroll)	1	-	1	GRDS No. 110	Correspondence - Routine	2	-	2	consists of memoranda and correspondence on payroll issues such as transfers, leaves, and out-of-class assignments.	Arranged chronologically. Covered by General Records Disposition Schedule No. 110. Copy designation changed from "duplicate" to original; retention period increased to 2 yrs.
79	Correspondence - Routine (Property/ Supply)	1	-	1	GRDS No. 110	Correspondence - Routine	2	-	2	consists of memoranda and correspondence on a variety of issues.	Arranged chronologically. Covered by General Records Disposition Schedule No. 110. Copy designation changed from duplicate to original; retention period increased to 2 years.
80	Crime Case Files	3	1	4	RS No. 19A	Criminal Records Management System (CRMS)	4	-	4	consist of the documentation produced in the reporting and investigation of felony and misdemeanor crimes. Contents of these files include Crime/Incident Reports (ARJIS-2), Officers Report Narrative (ARJIS-9), Investigation Addendum Reports (Form No. PD-929), San Diego Regional Additional Suspect Reports (ARJIS-3), San Diego Regional Additional Property Reports (ARJIS-4), Investigator's Follow-up Summary (Form No. PD-869), Stolen Vehicle Reports, Suspects Impound Reports (ARJIS-11) Crime Case Cancellations (Form No. PD-1101), Evidence Reports (Form No. PD-911), and Investigators Reports (Form No. PD-153A.	Arranged chronologically by date and numerically by case number. Maintained electronically in Criminal Records Management (CRMS) since May 2004 (see Record Series No. 19A). Division name changed. Records are no longer sent to Record Center. Department retention increased from 3 years to 4 years.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
81	Crime Case Files/Sex Crimes	6	-	6	RS No. 19A	Criminal Records Management System (CRMS)	20	-	20	consist of documentation of the reporting and investigation of felony sex crimes. Contents of these files include Crime/Incident Reports (ARJIS-2), Officer's Reports (ARJIS-3), Crime Case Cancellation (Form No. PD-1101), Officer's Report Narratives (ARJIS-9), Complaint Request Evaluations (County Form No. DA-6), Lab Service Requests (Form No. PD-481), Arrest Forms (Form No. J-15A), Photo Lineup Reports, and Investigator's Follow-Up Summaries.	Arranged chronologically, numerically by case number thereunder.
					RS No. 81a	Crime Case Files/Sex Crimes	20	-	20		Maintained electronically in Criminal Records Management (CRMS) since May 2004 (see Record Series No. 19A). Division name changed. Retention increased to 20 years. Paper copy created prior to 2005 is kept under R.S. No. 81a schedule 1 due to retention period.
82	Crime Statistic Files (Crime Analysis)	2 or URVC, whichever occurs later	-	2 or URVC, whichever occurs later	RS No. 19A	Criminal Records Management System (CRMS)	2 or URVC	-	2 or URVC	contain crime rates for each type of crime arranged by beats and census tracts.	Arranged chronologically, by beat and census tract thereunder. Maintained electronically in Criminal Records Management (CRMS) since May 2004 (see Record Series No. 19A). Division name changed.
83	Crime Stopper Participant Files	2 or URVC, whichever occurs later	-	2 or URVC, whichever occurs later	RS No. 83	Crime Stopper Participant Files	2 or URVC, whichever occurs later	-	2 or URVC, whichever occurs later	are records of actors and actresses who have applied for acting in Crime Stoppers productions. Contents include Video Tape Reenactment Applications and photographs.	Arranged by age, race, and sex.

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84	Adult Arrest Files				RS No. 19A	Criminal Records Management System (CRMS)				are records of persons arrested and booked at the County Jail. Contents of these files include Sheriff Booking and Property Records, photographs, Fingerprint Records (PD-92), Arrest/Juvenile Contact Reports (ARJIS-8), Officers Report Narratives (Form No. ARJIS-9), Shoplift Incident Reports, Case Cover Sheets (Form No. PD-1136), Disposition of Arrest and Court Action (Form No. JUS-8715), Release of Information Statements, Investigator's Reports (Form No. PD-153A), Drunk in Public Supplemental Reports, and printouts of previous arrest warrants. Records of those persons found innocent may be sealed upon petition of person found innocent.	Arranged numerically by booking number. Maintained electronically in Criminal Records Management (CRMS) since May 2004 (see Record Series No. 19A).
	Original	5	-	5		Original	5	-	5		
	Original/Sealed	3	-	3		Original/Sealed	3	-	3		
85	DUI Logs	6 months or when no longer needed	-	6 months or when no longer needed	GRDS No. 275	Logs (DUI)	2 or URVC	-	2 or URVC	Consist of Records of persons arrested for driving under the influence of alcohol or controlled substances.	Arranged chronologically. Electronic in LAN since January, 2004. Records are no longer maintained on paper. Retention changed from 6 months or when no longer needed to 2 years or until reference value ceases (URVC).

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86	Daily Cash Receipts	3	-	3	GRDS No. 250	Financial/Other Sources of Revenue	3	-	3	(Form No. AC-1221) are copies of reports sent to the Auditor which records the funds taken in each day for services rendered.	Arranged chronologically. Covered by General Records Disposition Schedule No. 250.
87	Daily Complaint Logs	Destroy when reference value ceases	-	Destroy when reference value ceases	RS No. 19A	Criminal Records Management System (CRMS)	URVC	-	URVC	are Computer Report B73-320-03. These provide information on incidents to which a police officer responds. This information is used for reference.	Arranged chronologically. Duplicate no longer maintained. Information maintained in Criminal Records Management System (CRMS) since May 2004 (see Record Series No. 19A).
88	Daily Complaint/Crime Cases Logs	3	1	4	RS No. 19A	Criminal Records Management System (CRMS)	4	-	4	are records of arrests made every day. Logs consist of ARJIS Report B73-320-03.	Arranged chronologically by day, numerically by case number thereunder. Duplicate no longer maintained. Information maintained in Criminal Records Management System (CRMS) since May 2004 (see Record Series No. 19A). Department retention changed from 4 yrs.

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89	Delete Logs	2	-	2	RS No. 19A	Criminal Records Management System (CRMS)	2	-	2	are used to record errors made in ARJIS booking records.	Arranged chronologically. Obsolete. Information maintained in Criminal Records Management System (CRMS) since May 2004.
90	Dispatch Reports	1	Send to RC for storage. *4 yrs, 6 mos.	5	RS No. 90	Dispatch Reports	4	-	4	are computer index card which provide information on calls for police service and provide information on subsequent dispatches. Types of reports include Automated Location Indicators, Automated Number Indicators, Summary Reports, Dispatch Records (Form No. PD-49), and Police Unit Status Cards (Form No. PD-960-CO).	Arranged by computer reports and index cards, chronologically and by case number thereunder. Division name changed; record series description revised; retention modified to show that nothing will come to the Records Center. * Send Transfer List to City Attorney under title Communication Log Files (series #9 in the City Attorney Records Disposition Schedule). Transfer the record after the Transfer List has been approved the Records Center Supervisor.
91	Dispatcher Trainee Evaluation Files	1	2	3	RS No. 91	Dispatcher Trainee Evaluation Files	Until employee leaves + 3	-	Until employee leaves + 3	FILES include Critical Task Training Manuals, Interoffice Communications (Form No. PD-951), End of Phase Evaluations, Daily Evaluations, and Training Schedules. The information is in PDF format on acrobat.	Arranged alphabetically by trainee name. Retention increased to "until employee leaves, + 3 years."

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92	Duty Lieutenant Logs	1 month	-	1 month	RS No. 19A	Criminal Records Management System (CRMS)	1 month	-	1 month	are records of arrests made during each daily shift. Originals are kept by the duty lieutenant.	Arranged chronologically. Duplicate no longer maintained. Information maintained in Criminal Records Management System (CRMS) since May 2004.
93	Equipment Issuance Files	2 or URVC, whichever occurs later	-	2 or URVC whichever occurs later	GRDS No. 85a	Equipment Inventory - Individual Dept. (original)				are records of what equipment has been issued to which sworn personnel.	Random arrangement. Covered by General Records Disposition Schedule No. 85a.
						a) Returned		Returned +2	-	Returned +2	
						b) Lost or Stolen		Until Returned	-	Until Returned	
94	Field Interview Reports	1	1	2	RS No. 94	Field Interview Reports	2	-	2	(Form No. PD-587) are records of interviews conducted by police officers when the interviews are not directly related to an investigation.	Arranged chronologically. Division name changed and retention in department increased to 2 years; will no longer be transferred for storage to Records Center.
95	Fuel Records Files	3	-	3	GRDS No. 290	Materials/Consumables/Fuel Records	3	-	3	are records of fuel usage and miles driven by police vehicles. Contents of these files include Purchase Orders (Form No. PA-2555B), invoices, and Monthly Mileage Reports (Form No. PD-4).	Arranged by division, chronologically thereunder or chronologically by month, numerically by vehicle numbers thereunder (mileage reports). Covered by General Records Disposition Schedule No. 290.

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96	Gang Member Files	2 or URVC, whichever occurs later	-	2 or URVC, whichever occurs later						information on individual Is suspected of being members of gangs.	Random arrangement. Obsolete, no longer kept since January, 2000. All gang information is maintained in statewide "Cal Gangs" which is the State Intelligence Database.
97	Gang Members and Sex Offenders Vehicles Files	2 or URVC, whichever occurs later	-	2 or URVC, whichever occurs later						list vehicles used or owned by gang members or sex offenders.	Random arrangement. Obsolete, no longer kept since January, 2000. All gang information is maintained in statewide "Cal Gangs" which is the State Intelligence Database.
98	Gun Registration Files	5	-	5	RS No. 98	Gun Registration Files	5	-	5	are records of persons who purchase handguns.	Arranged chronologically.
99	Hazardous Materials Files	3	-	3	GRDS No. 121M	Hazardous Material Files	5	-	5	are records of inspections of the handling and disposal of hazardous materials by this section. Contents of these files include Hazardous Waste Manifests (County Form DHS 8022A, Federal Form EPA 8700-22) and Department of Health Services Inspection Reports.	Arranged chronologically. Retention increased to 5 years.

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100	Headquarters Building Files	5	5	10	GRDS No. 20a	Program/Project/ Operational Unit Administration Files	Term + 5	-	Term + 5	consist of records relating to the planning and construction of the department's headquarters building. Subjects in this files include architect transmittal, art/fountain, audit/final, cable TV, administrative and technical center, refinance certificate change orders, communication study, communications vendor, computer room, construction savings, design suggestion, A&T costs, furniture cost, administrative and technical center design criteria, parking study, private developer proposals, records study, security specification, security system evaluation and telephone training.	Arranged alphabetically by subject. Covered by General Records Disposition Schedule No. 20a. Retention changed to "term + 5 years."
101	Homicide Data Application (Homicide Case Files)	Destroy or erase when no longer needed.	-	Destroy or erase when no longer needed.	RS No. 101	Homicide Data Application (Homicide Case Files)	Destroy or Erase when no longer needed	-	Destroy or Erase when no longer needed	is used to store pertinent data for each homicide committed in the City of San Diego. Data is entered from paper case files by the homicide team responsible for the case. Reports are generated for statistics and case tracking. Enables searches for common factors that might link differing cases.	Random arrangement. See Record Series No. 115 for originals.

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102	Homicide Lab Files	2	Send to Records Section for filing with Murder Case Files		RS No. 102	Homicide Lab Files	7	Send to Police Department Records Section for filing with Murder Case Files		consist of evidence taken and tests of evidence from homicide scenes and other locations relating to the crime investigation. Contents of these files include technician's notes, photographs and negatives, Evidence Tags, (Form No. PD- 197), audio tape recordings, Lab Service Requests (Form No. PD-481), Evidence Logs (Form NO. PD-858LA), Property Tags (Form No. PD-727), subpoenas, Autopsy Reports, Evidence Lists, Latent Prints (Form No. PD-93), Latent Print Check Sheets, Coroner Print Cards (County Form 31 Cor), and correspondence.	Arranged by solved or unsolved, chronologically by year thereunder and/or numerically by case number thereunder.
103	Index Cards	2 or URVC, whichever occurs later	-	2 URVC, whichever occurs later						are records of who has taken a polygraph test and when. Used for reference.	Arranged alphabetically by name. Obsolete, not created or maintained since January, 2000.
104	Jail Booking Logs	1 year or URVC, whichever occurs later	-	1 year or URVC, whichever occurs later	RS No. 19A	Criminal Records Management System (CRMS)	1 year or URVC whichever occurs later	-	1 year or URVC, whichever occurs later	LOGS are records of arrestees processed and placed into incarceration at County Jail. These are computer printouts originating from the Sheriff's Office.	Arranged chronologically. Duplicate no longer maintained. Information maintained in Criminal Records Management System (CRMS) since May 2004. No older paper logs kept.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
105	Juvenile files	2 years or 6 months after subject's 18th birthday whichever is later.	-	2 years or 6 months after subject's 18th birthday, whichever is later	RS No. 19A	Criminal Records Management System (CRMS)	Until Juvenile turns to 20 1/2 yrs old	-	Until Juvenile turns to 20 1/2 yrs old	Information includes records of contacts and arrests of juveniles. Contents include Juvenile Files (Form No. PD-151), Regional Arrest/Juvenile Contact Reports (Form No. ARJIS-8), Regional Officer's Report Narratives (ARJIS-9), Investigator's Reports (Form No. PD-153A), Arrest/Juvenile Contact Reports (Form No. PD-100), Regional Crime/Incident Reports (Form no. ARJIS/2), Stolen Vehicle Reports (From No. PD-143), Regional Officer's Reports (Form No. ARJIS-3), Loitering Warnings (Form No. PD-764), Property Reports (Form No. PD-727), fingerprints, Prosecution Summaries (Form No. PD-880-IN), Juvenile Transient Files.	Arranged numerically by case number. Maintained electronically in Criminal Records Management System (CRMS) (see Records Series No. 19A). Prior paper copy moved to RS No. 105a until juvenile turns 20 ½ years old.
					RS No. 105a	Juveniles Files G442(Paper)	Until Juvenile turns to 20 1/2 yrs old	-	Until Juvenile turns to 20 1/2 yrs old	Juveniles Files -Prior to 2004 Paper Records	
106	Juvenile Sealing Logs	2	-	2	GRDS No. 275	Logs	2 or URVC, whichever is later.		2 or URVC, whichever is later.	are records of which juvenile records have been sealed by court action.	Arranged chronologically. Covered by General Records Disposition Schedule No. 275. Retention changed to "2 years or until reference value ceases, whichever is later."
107	Juvenile Transient Files	2	-	2						are contact reports for juveniles who live outside the City limits (See Record Series No. PD-105, JUVENILE LOGS).	Arranged chronologically.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
108	Lab Reports	3	4	7	RS No. 108	General Lab Reports	7	-	7	are records of laboratory exams performed during the course of crime investigations, excluding homicide cases which are filed separately. Types of reports include poison lab reports, narcotics analysis reports, and robbery lab reports. Contents of these files include Toxicology Reports, Drug Screen Reports, Narcotics Analysis Reports (Form No. PD-707), Narcotics Evidence Logs, Property Tags (Form No. PD-727), subpoenas, Blood Test Results (Form No. PD-77), Lab Service Requests (Form No. PD-481), Lab Checklists, Crime/Incident Reports (Form No. ARJIS-2) and Officer's Reports (Form No. ARJIS-9).	Arranged by type of lab report, numerically by lab number and case number thereunder, chronologically further thereunder. Division name changed and record series title changed. Retention revised to show that nothing will be sent to the Records Center for storage. Sex Crime Lab Reports are moved to a new Record Series No. 108a due DNA requirement for longer retention of evidence.
					RS No. 108a	Lab Reports -Sex Crimes	4	95	99	are records of laboratory tests taken during the course of sex crime investigations. Contents of these files include Poison Lab Reports, Property Tags (Form No. PD-727), subpoenas, Blood Test Results (Form No. PD-77), Lab Service Requests (Form No. PD-481), Lab Checklists, Crime Incident Reports (ARJIS--2), and Officer's Reports (ARJIS-9).	Arranged numerically by lab number and case number thereunder, chronologically further thereunder. Retention changed to 99 years due to DNA requirement for longer retention of evidence.
109	Laboratory Logs	7	-	7	RS No. 109	Laboratory Logs	7	-	7	contain summary information on activities or tests undertaken by staff. Types of logs include Evidence Logs (Form No. PD-858), Court Log Records. Chain of Custody Logs, Lab Test Logs, and Narcotics Evidence Logs.	Arranged by type of log. Division name changed and retention criteria revised.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
110	Local Summary Criminal History Applications	6 mos	1 yr, 6 mos	2	RS No. 110	Local Summary Criminal History Applications	2	-	2	are requests by individuals for copies of their criminal records.	Arranged chronologically.
111	Manager Reports and 1472 Files	Destroy when reference value ceases.	-	Destroy when reference value ceases.	GRDS No. 345b	Meetings/Request for Council Action (Form No. CM-1472)	URVC	-	URVC	also include agreements, memoranda, and resolutions	Arranged chronologically. Covered by General Records Disposition Schedule Nos. 345b, 350b, and 360b.
					GRDS No. 350b	Meetings/Resolutions	URVC	-	URVC		
					GRDS No. 360b	Meetings/Reports to City Councils	URVC	-	URVC		
112	Merit Increase Files	1	1	2	GRDS No. 180	Payroll/Computer Reports	URVC	-	URVC	include Request for Normal Merit Increases (Form No. PD-40) and Merit Increase Notices (Computer Report C00-282).	Arranged by pay period, by division thereunder. Covered by General Records Disposition Schedule No. 180, Retention decreased to URVC.
113	Misdemeanor Citation Files	2	-	2	R.S. No. 113	Misdemeanor Citation Files	2	-	2	include Notices to appear (Form No. PD-177), Notice to Appear Supplemental (Form No. PD-898-TR), Officer Report Narrative (Form No. ARJIS-9), Investigator's Reports (Form No. 153A), Crime/Incident Reports (Form No. ARJIS-2), Additional Suspects Reports (Form No. ARJIS-3), Notice to Appear-Citation Correction Notices (Form No. PD-494), Property Tags (Form No. PD-727), and Complaint Request Evaluations (Form No. CA-33).	Arranged chronologically alphabetically by first letter of last name thereunder.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
114	Murder Case Files -Solved	10	-	10	RS No. 115	Homicide Case Files - Solved and Unsolved	99*	-	99	consist of documentation produced in the investigation of homicides which have been solved. Contents of these files include Crime Against the Person Reports (Form No. PD-326), Officer's Reports (Form No. PD-153 and 153A), photographs and negatives, Field Notes, correspondence, lab Work Order and Reports (Form No. PD-481), Crime Reports (Form No. PD-330), Follow-up Investigation and Cancellations (Form No. PD-1101), Coroners Reports, court transcripts, press reports and releases, newspaper articles, and Toxicology Reports (County Form 11 Cor).	Arranged chronologically by year, numerically by case number thereunder. Combined with Record Series No. 115 - "Homicide Case Files - Solved and Unsolved." Retention increased from 10 yrs to 99 yrs. *Send to Records Section after completion of court action or investigation of unsolved cases.

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115	Murder Case Files - Solved and Unsolved	*99	-	99	RS No. 115	Homicide Case Files Solved and Unsolved	99*	-	99	consists of documentation produced in the investigation of homicides. Contents of these files include San Diego Police Department Crime Reports (PD-330), Crime Case Cancellations (PD-1101), Autopsy Reports (County Form 10 Cor), Officers Reports (PD-153 and PD-153A), and Arrest Reports (PD-100), Fingerprint Cards (PD-93), Photographs and Negatives, Arrest Juvenile Contact Reports (PD-100 and ARJIS-8), San Diego Police Department Property Tags (PD-727), Complaint Request Evaluations (County Form DA-6), Changes of Charge (PD-1136), Requests for Latent Fingerprint Examination (PD-299), Crime/Incident Reports (ARJIS-2), Officers Reports (ARJIS-3), Officer's Report Narratives (ARJIS-9) Evidence Lists, Lab Service Requests (PD-481), Press Reports and News Releases, San Diego Police Department Drug Screen Reports, Crime Against the Person Reports (PD-326), Field Notes, correspondence, newspaper articles, Coroner's Reports (County Form 8 Cor.), Coroner's Receipts (County Form No. 102), court transcripts, Toxicology Reports (County Form 11 Cor.), Latent Print Cards (PD-136), Search Warrants and other court documents, Criminalistics Laboratory Intoxilyzer Precautionary Checklists (PD-772), and Homicide Investigations (PD-332).	Arranged chronologically and numerically by case number. Combination of Record Series No. 114 - "Murder Case Files - Solved," No. 253 - "Homicide Case Files," and No. 273 - "Murder Books. " *Send to Records Section after completion of court action or investigation of unsolved cases.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
116	Narcotic Impound Tags	3	4	7	RS No. 116	Narcotic Impound Tags	7		7	records of when and from whom narcotics were confiscated by police officers.	Arranged numerically by tag number. Retention revised to indicate that records will no longer be stored in the Records Center.
117	News Article Files (Non Records)	Destroy when no longer needed	-	Destroy when no longer needed	GRDS No. 630	Technical Reference - Produced by another Agency	URVC	-	URVC	consist of documents from newspapers and other printed media on the department or police issues.	Arranged chronologically. Non-record according to San Diego Muni. Code Section. 22.2604.
118	Nickname Files	2 or URVC, whichever occurs later	-	2 or URVC, whichever occurs later	RS No. 118	Unique Files	2 or URVC, whichever occurs later	-	2 or URVC whichever occurs later	contains nicknames and physical oddities for individuals arrested or interviewed. Files also contain addresses for individuals. Maintained electronically in the Local Area Network (LAN) system.	Random arrangement.
119	Notify Files	2 or URVC, whichever occurs later	-	2 or URVC, whichever occurs later						contain names and related information on individuals wanted by law enforcement agencies.	Random arrangement; Obsolete, no longer maintained since January, 2000. No longer kept since January, 2000. Replaced by Automated Regional Justice Information system (ARJIS) database. This countrywide system that data processing corporation maintains.

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120	Notify Warrant/Not Booked Files	Calendar year +1	1	Calendar year + 2	RS No. 19A	Criminal Records Management System (CRMS)	2	-	2	are records of persons who are wanted for arrest for less than felony crimes. Contents of these files include Arrest/Juvenile Contact Reports (Form No. ARJIS-8), Investigator's Reports (Form No. PD-153A), San Diego Regional Officers Reports (Form No. ARJIS-9), Sheriff's Department Release Orders (County Form No. J-14), Driving Under the Influence Arrest Report (Form No. PD-346), Breath Test Records (Form No. PD-771), Criminalistics Laboratory Intoxilyzer Precautionary Checklist (Form No. PD-772), Officer's Report Narratives (ARJIS-9) Additional Suspects Reports (Form No. ARJIS-3), Mental Health Services Admittance Requests (County Form DHA: CMH-117), Applications for 72-Hour Detention For Evaluation and Treatment (County Form MH-302), Property Tags (Form No. PD-727), Driving Under The Influence Arrest Narratives, Crime/Incident Reports (Form No. ARJIS-2), Supplemental Arrest Reports (Form No. PD-88), and Notify Warrant Request (Form No. PD-158).	Arranged chronologically by year; alphabetically by name thereunder. Now electronic in CRMS since May 2004. Maintained electronically by Criminal Records Management System (CRMS) since May 2004 (see Record Series No. 19A). No paper copies kept. Division name changed; Copy designation changed. Retention period changed from "Calendar year +2 years" to 2 years.

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121	Office Management Files (Automotive Maintenance)	3	-	3	GRDS No. 135	Expenditure made with Department Funds	3	-	3	consist of records which document the day-to-day administration of the office. Contents of these files include Stores Requisitions (Form No. PA-1434), Purchase Orders (Form No. PA-2555B), Order Forms - Fiscal Management (Form No. PD-478), Interoffice Communications (Form No. PD-951), Parts Requisitions, Automated Fueling System Vehicle/Site Inter-Department Issues (Computer Report B30-580), Informal Time Sheets, Daily Gas Reports, and Monthly Fuel Reports.	Unarranged, arranged chronologically by month, or arranged by vendor name. Covered by General Records Disposition Schedule No. 135 "Expenditure made with Department Funds".
121a	Office Management Files (Fiscal Management)	3	-	3	GRDS No. 135.	Expenditure made with Department Funds	3	-	3	consist of records which document the day-to-day administration of the office. Contents of these files include Daily Cash Receipts (Form No. AC-1221), Official Receipts (Form No. AC-1218, Travel Request and Expense Reports (Form No. FM-1312), memoranda, Interoffice Communications (Form No. PD-951), Stores Requisitions (Form No. PA-1434), Printing Services Requisitions (Form No. PEA-1469), and other Forms/Fiscal Management (Form No. 478).	Arranged by type of record and chronologically or numerically by requisition number thereunder. Covered by General Records Disposition Schedule Section No. 135 "Expenditure made with Department Funds".
121b	Office Management Files (Property/ Supply)	3	-	3	GRDS No. 135	Financial Records (Office Management Files)	3	-	3	consist of records which document the day-to-day administration of the office. Contents of these files include Stores Requisitions (Form No. PA-1434), Purchase Orders (Form No. PA-2555B), Stores Transfers (Form No. PA-1555), Bayless Requisitions, and Daily Cash Receipts (Form No. AC-1221).	Arranged by type of record and chronologically thereunder. Covered by General Records Disposition Schedule No. 135 "Expenditure made with Department Funds".

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121c	Office Management Files (Public Affairs)	3	-	3	GRDS No. 135	Expenditure made with Department Funds	3	-	3	consist of records which document the day-to-day administration of the office. Files include supply orders and Order Forms (Form No. PD-478).	Arranged by subject. Covered by General Records Disposition Schedule No. 135 "Expenditure made with Department Funds".
122	Officer's Reports - Miscellaneous Investigations	2	-	2	RS No. 19A	Criminal Records Management System (CRMS)	4	-	4	are records of investigations of incidents which do not become criminal cases. Contents of these files include Officer's Report Narratives (ARJIS-9), Interoffice Communications (Form No. PD-951), Crime/Incident Reports (ARJIS-2), Investigator's Reports (Form No. PD-1531), Counter Reports, Complaints, memoranda, and correspondence.	Arranged chronologically by month and year, by case number thereunder. Maintained electronically in Criminal Records Management System (CRMS) (see Record Series No. 19A). Division name changed. Total Retention increased from 2 years to 4 years.

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123	Officer's Reports - Miscellaneous Investigations/Traffic	2	-	2	RS No. 123	Officer's Reports - Investigations/Traffic	5	-	5	are records of investigations of traffic accidents which do not meet the criteria for a normal accident report. Contents of these files include Officer's Report Narrative (Form No. ARJIS-9), Vehicle Reports (Form No. PD-143), Interoffice Communications (Form No. PD-951), Crime/Incident Reports (ARJIS-2), Investigation Addendum Reports (Form No. PD-929), Investigator's Reports (Form No. PD-153), Affidavits of Suspension of Investigation, Additional Suspects Reports (Form No. ARJIS-3), Applications for Release of Traffic Collision Information (Form No. PD-537), Authorization to Disclose Information, Releases of Medical Information, Emergency Department Reports, Outside Agency Crime Reports, Blood Test Requests, Traffic Collision Reports (Form No. PD-154), Collision Summaries (Form No. PD-156), Harbor Police/Boating Accident Reports (Port District Form No. 620B-1), Forensic Science Section Photographs (Form No. PD-935-LA), California Boating Accident Reports, Coroner's Reports, Aircraft Accident Investigations (Form No. PD-537), Hit and Run Field Reports (Form No. PD-161), Counter Reports, complaints, memoranda, and correspondence.	Arranged chronologically by month and year, by case number thereunder. Records Series title revised; division name updated; record series description revised. Total Retention changed from 2 to 5 years

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
124	Overtime Authorization Requests	1	1	2	GRDS No. 195a	Notices of Absence or Overtime	End of fiscal year + 3	-	End of Fiscal Year + 3	are (Form No. PD-621).	Arranged by period, by unit thereunder. Covered by General Records Disposition Schedule No. 195 "Notices of Absence or Overtime". Retention increased to "End of fiscal year + 3".
125	Overtime Slips (Duplicate)	Destroy when no longer needed	-	Destroy when no longer needed	GRDS No. 195b	Notices of Absence or Overtime	URVC	-	URVC	Form No. PD-621) are records of who worked when on overtime. Originals are sent to the Payroll Section.	Arranged chronologically by quarter or by storefront. Covered by General Record Disposition Schedule Record Series No. 195b "Notices of Absence or Overtime".
126	Parking Violation Notices (Duplicate)	1	-	1	RS No. 126	Parking Violation Notices (Duplicate)	1	-	1	(Form No. TR)-1505) are records of vehicles which were cited for parking violations. Originals are maintained by the Treasurer's Office.	Arranged chronologically.
127	Payroll Files (Duplicate)	Destroy when reference value ceases.	-	Destroy when reference value ceases	GRDS No. 575	Work Assignment Sheets, Logs and Work Schedule	2	-	2	consist of records used in documenting hours and leave taken by section employees. Contents of these files include Daily Time Sheets Forms (Form No. PD-45), memoranda, Roster Lists, Requests for Leave of Absences (Form No. CS-1425A), and Time Sheets (Form No. DP-764R).	Arranged by topic. Covered by General Records Disposition Schedule Record Series Nos. 575, 190b, and 195b. See individual GRDS for retention.
					GRDS No. 190b	Labor Card	URVC	-	URVC		
					GRDS No. 195b	Notices of Absences or Overtime	URVC	-	URVC		

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128	Payroll Information Computer Reports (Duplicate)	Destroy when reference value ceases.	-	Destroy when reference value ceases	GRDS No. 180	Financial/Budget Files/Payroll Records	URVC	-	URVC	Include Employee Comp. Time, Hourly Employee Hours, Sick and Annual Leave Balance Listings (Computer Report C00-276), Bilingual/Training Pay Listings (Computer Report C00-280), and Labor Distribution Appropriation Summary Lists (Computer Report C20-468).	Arranged by type of report, by pay period or division thereunder. Covered by General Records Disposition Schedule No. 180.
129	Payroll Warrant/Check Register Files (Duplicate)	6 mos	-	6 mos	GRDS No. 180	Payroll Records/Computer Reports	URVC	-	URVC	(Form No. 765R) are records of pay received by department staff. Originals are maintained by the Auditor's office for fifty years.	Arranged by pay period, by division thereunder. Covered by General Records Disposition Schedule No. 180. Retention changed to "until reference value ceases."
130	Photograph Files	2 or URVC, whichever occurs later	-	2 or URVC, whichever is later	RS No. 130	Photograph Files	2 or URVC, whichever is later	-	2 or URVC, whichever is later	are pictures of the exterior of police facilities. Used for reference during construction projects.	Arranged by subject of photographs.
131	Police Injury Reports (Duplicate)	Destroy when reference value ceases	-	Destroy when reference value ceases	RS No. 19A	Criminal Records Management System (CRMS)	URVC	-	URVC	include Reports on Officers Battered in the Line of Duty (Form No. DO-71).	Arranged chronologically. Maintained electronically in Criminal Records Management System (CRMS) (see Record Series No. 19A) since May 2004. Duplicate no longer maintained.
132	Polygraph Audio Tape Recordings	1	2	3	RS No. 132	Polygraph Audio Tape Recordings	1	2	3	are records of the administration of the polygraph examination for non-homicides and backgrounds.	Arranged by name of examinee.
133	Polygraph Test	1	2	3	RS No.	Polygraph Data				used in the administration and	

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	Packets				133	a) Original/CD/DVD	2 or until DVD and CD are no longer readable, whichever is later	-	2 or until DVD and CD are no longer readable, whichever is later	evaluation of polygraph examinations. The Polygraph Unit generates electronic video, audio, and graphic data. The data is stored in folders on the computer hard drives for each examiner. The folders are periodically downloaded to external hard drives. The folders on the external hard drives are then backed up periodically to DVDS. Also included are paper Consent Forms (Form No. PD-203A LA).	Now processed electronically since 2005. Record series title changed, copy designation revised, and record series description revised.
						b) Audio/Video	3	-	3		
						c) Original/Paper	2 or URVC whichever is later	-	2 or URVC whichever is later		
134	Post Files	2	3	5	GRDS # 135	Financial Records/Expenditures made with the department fund	3	-	3	are records of the financial administration of POST classes taken by department personnel. Contents of these files include Monthly Training Reimbursement Agency Account Ledger (Computer Report C505), Requests for Direct Payment (Form No. AC-468), Training Reimbursement Requests (Form No. POST 2-273), Daily Cash Receipts (Form No. AC-1221), Official Receipts, and Travel Request and Expense Reports (Form No. FM-1312).	Arranged chronologically. Covered by GRDS # 135; Retention decreased to 3 yrs
135	Press Pass Applications	2	-	2	RS No. 135	Press Pass Applications	2	-	2	are applications by members of the media for passes which allow them access to police controlled areas. Passes must be renewed every two years.	Arranged numerically by card number.

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136	Program Administration Files	2 years or URVC, whichever occur later	-	2 years or URVC, whichever occur later	GRDS No. 25a	Program/Project/Operational Unit Management Files	3	-	3	are records of the administration of components of this section. Subjects in these files include public affairs job responsibilities, public affairs unit meeting minutes, public affairs studies, quarterly reports, crime statistics, community relations, media relations, inventory, overtime, storefront leases, storefront needs, monthly reports, Indochinese Liaison monthly reports, crime prevention monthly reports, and storefront monthly reports. Contents of these files include reports, memoranda, internship applications, car assignment sheets, monthly reports, Request for Council Action (Form No. CM-1472), and leases.	Arranged by subject. Covered by General Records Disposition Schedule No. 25a. Retention changed to 3 years.

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137	Project Files	5	5	10	GRDS No. 20a	Program/Project/ Operational Unit Administration Files	Term + 5	-	Term + 5	consist of records of the planning, construction, study, or repair/ remodeling of police facilities. Subjects in these files include Market Street/ Remodel, jail studies, Police/Fire Academy, Pistol Range, Southern Expansion, Southeast Police Station Change Orders, Western Area Police Station, Western Police Station Contract, Northeast Facilities, Eastern Facilities, and Temporary Facilities- Leases. Contents of these files include resolutions, ordinances, Council Minutes, Report of Proposed Debt Issuance, Certificate Purchase Agreement, Trust Agreements, leases, agreements, community plans, Requests for Proposals, reports, plans, designs, drawings, memoranda, CIP Proposals, contract documents, Purchase Orders (Form No. PA-2555B), Order Forms Fiscal Management (Form No. PA-487), Work Requests (Form No. PW-999), Proposal Forms, logs, notes, and correspondence.	Arranged by division, floor plan. Covered by General Records Disposition Schedule No. 20a "Program/Project/ Operational Unit - Administration Files". Retention changed to term + 5 years; division name changed.

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138	Property Logs	3	-	3	GRDS No. 275	Logs	2 or URVC, whichever is later	-	2 or URVC, whichever is later	include Property Transfer Logs which list property being transferred from a substation and Property Impound Logs which give information on property impounded.	Arranged by type of log. Property Transfer Logs arranged by substation; Property Impound Logs arranged numerically by property tag number. Originals are located at substation where property was impounded. Covered by GRDS # 275; Retention changed from 3 yrs to 2 yrs or URVC, whichever is later.
139	Property Tags	Inactive +7	-	Inactive +7	RS No. 139	Property Tags				(Form No. PD-727) are records of property confiscated as a result of arrest and its subsequent disposition. Property in storage is maintained in active files; once disposed of, tags are placed in inactive files.	Arranged by active and inactive. Active files are arranged chronologically, numerically by property tag number thereunder. Inactive files are arranged chronologically. This record series is a combination of what had been previously Record Series No.35 "Property Tag (Duplicate)."
						Property (Original)	Inactive + 7	-	Inactive + 7		
						Operational Support (Duplicate)	Send to Property Evidence Unit when property is ready for release or disposal	-	Send to Property Evidence Unit when property is ready for release or disposal		
140	Public Affairs Program Files	2	3	5	RS No. 140	Public Affairs Program Files	2	3	5	are records of the production and critiques of section programs. Subjects in these files include 211 mock robberies, mock 211 critiques, military affairs, auto theft Public Service Announcements, business alert, community alert, construction industry, firearms safety, operation I.D., and taxi cab robbery.	Arranged by subject.

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141	Journal Tapes	1 mo	2 yrs, 11 mos	3	GRDS No. 250	Other Source of Revenue	3	-	3	are records in the form of cash register tapes, of payments received for services provided by Records staff. These include all transactions of the day and the final computations of the business days transactions.	Arranged chronologically. Covered by General Records Disposition Schedule No. 250.
142	Redbook and Callback Records				GRDS No. 255	Journals	2	-	2	consist of schedules of who worked what when. Files consist of “Red Books” of diaries of assignments worked and nonrecord materials such as Auto Messenger Schedules and Records Callback Sheets which are used to compile information for placement into the Red Books.	Arranged by type of document, chronologically thereunder. Covered by General Records Disposition Schedule No. 255.
	Original	2	-	2							
	Non-Record	Destroy when reference value ceases									
143	Registration Files For Narcotics Offenders	Termination of registration +3	-	Termination of Registration + 3	RS No. 143	Registration Files For Narcotics Offenders	Termination of Registration + 3	-	Termination of Registration + 3	narcotics offenders are required to register with the police department. Files include Fingerprint Records (Form No. BID-5), computer printouts, photographs, Notices of Registration Requirement (Form No. PD-1109, SS-8047, and SS-8401), Change of Address Registration Forms (Form No SS-8102), Criminal History Forms (Form No. C11-4), Registration Receipts (Form No. SS-8072), Registration Notifications (Form No. SS-8591), Booking and Property Records, Juvenile Contact Reports (Form No. ARJIS-2), Ex-Con Registrations (Form No. PD-177), and FBI-Applicant (Fingerprints) (Form No. FD-258).	Arranged numerically by registration number.

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144	Registration Files for Sex Offenders	99 or when notified of registrant's death by coroner, whichever occurs first	-	99 or when notified of registrant's death by coroner, whichever occurs first	RS No. 144	Registration Files for Sex Offenders	99 or when notified of registrant's death by coroner, whichever occurs first	-	99 or when notified of registrant's death by coroner, whichever occurs first	Penal Code Section 290, also known as the Sex Offender Registration Act, requires certain individuals to register as sex offenders. Files include Fingerprint Records (Form No. BID-5), computer printouts (offenders are tracked in a County database), photographs, Notices of Registration Requirement (Form No. PD-1109, SS-8047, and SS-8401), Change of Address Registration Forms (Form No SS-8102), Criminal History Forms (Form No. C11-4), Registration Receipts (Form No. SS-8072), Registration Notifications (Form No. SS-8591), Booking and Property Records, Juvenile Contact Reports (Form No. ARJIS-2), Ex-Con Registrations (Form No. PD-177), and FBI-Applicant (Fingerprints) (Form No. FD-258).	Arranged numerically by registration number.
145	Request for Clearance Letters	6 mos	1 yr, 6 mos	2	RS No. 145	Request for Clearance Letters	2	-	2	are requests to discover if an individual has no criminal record. Files also include Certification Forms (Form No. PD-1378), which state that the applicant has no criminal record. Letters are often used for immigration, naturalization, and visa purposes.	Arranged chronologically.

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146	Robbery Case Files (Duplicate/ Computer)	Destroy or erase when no longer needed	-	Destroy or erase when no longer needed	RS No. 19A	Criminal Records Management System (CRMS)	Destroy or Erase when no longer needed	-	Destroy or Erase when no longer needed	contain information kept in case files found elsewhere in the department. This information is placed into the computer for ease of reference.	Random arrangement. Combined with original crime reports in Record Series No. 80 (Crime Case Files" in 1992. Maintained electronically in Criminal Records Management System since May 2004. (See Record Series No. 19A).
147	Route Slips (Public Affairs)	6 mos.	-	6 mos.	GRDS No. 605d.	Route Slips	6 mos. or until reference value ceases.	-	6 mos. or until reference value ceases.	(Form No. CM-8) are records of requests for information or complaints about City procedures or policies which are referred to staff for response. Citizens Assistance maintains Route Slips for five years.	Arranged chronologically; Covered by General Records Disposition Schedule No. 605d. Retention changed to 6 months or until reference value ceases.
147a	Route Slips (Communication)	1	-	1	GRDS No. 605d.	Route Slips	6 mos. or until reference value ceases	-	6 mos. or until reference value ceases.	(Form No. CM-8) are requests for information or complaints by citizens regarding City policies or procedures which are referred to staff for review. Citizens Assistance maintains Route Slips for five years.	Arranged chronologically. Covered by General Records Disposition Schedule No. 605d. Retention changed to 6 months or until reference value ceases.
148	Sex and Narcotic Registrant Logs	5	-	5	RS No. 148	Sex and Narcotic Registrant Logs	5	-	5	are records of individuals who have registered as sex or narcotics offenders as required by Penal Code 290 and Health and Safety Code 11590. Monthly printout comes from the sheriff's department with a list of registrant numbers to be purged.	Arranged chronologically.

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149	Sex Case Files (Duplicate/ Computer)	Destroy or erase when no longer needed	-	Destroy or erase when no longer needed	RS No. 19A	Criminal Records Management System (CRMS)	URVC	-	URVC	contain the same information found elsewhere in crime files in the department. The information is put in the computer for ease for reference.	Random arrangement. No longer kept or maintained by Criminal Analysis. Now electronically processed in Criminal Records Management (CRMS) (see Record Series No. 19A). Duplicate are no longer maintained.
150	Shooting Investigations	10	-	10	RS No. 150	Shooting Investigations	10	-	10	are records of shooting incidents by police officers investigated by the Police Department. Contents of these files include ARJIS-2 reports.	Arranged numerically by case number.
151	Signature Files (Duplicate)	Destroy when reference value ceases	-	Destroy when reference value ceases	GRDS No. 625b	Technical Reference Materials/Produced by the City	URVC	-	URVC	contain copies of authorized signatures for Requests for Direct Payment. Originals are with the Auditor.	Arranged chronologically. Division changed. Covered by GRDS # 625b.
152	Staff Meeting Files	2	-	2	GRDS No. 315a	Meetings/Agendas	2	-	2	consist of the minutes and agendas of this section's staff meetings.	Arranged chronologically. Covered by General Records Disposition Schedule Nos.315a and 330a. Retention to GRDS No. 330a changed to "2 years or until reference value ceases, whichever is later."
					GRDS No. 330a	Meetings/Minutes	2 or URVC whichever is longer		2 or URVC, whichever is longer		

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153	Statistical Reports (Duplicate)	Destroy when reference value ceases	-	Destroy when reference value ceases						include Quarterly Productivity Reports (Form No. FM-1380), staffing reports, and productivity summaries. These reports provide a statistical record of staff activities. Originals are sent to Financial Management Department.	Arranged chronologically. Obsolete, not created or maintained since July 1990.
154	Stolen License Plate Files	1	1	2	RS No. 154	Stolen License Plate Files	2	-	2	are records of what license plates have been reported as stolen in San Diego. Contents of these files include Plates Vehicle Reports (Form No. PD-143).	Arranged by license plate number.
155	Stolen Vehicle Files	5	-	5	RS No. 155	Stolen Vehicle Files	5	-	5	are records of what vehicles have been reported stolen in San Diego. Contents include Stolen Vehicle and Embezzled Vehicle Reports (Form No. ARJIS-11).	Arranged numerically by case number.
156	Storefront Referral Files	1	1	2	RS No. 156	Storefront Referral Files	1	1	2	consist of Referral Data Forms which have information on contacts made by citizens reporting to a police storefront office. The files are used at store fronts to track citizens contacts.	Arranged by location of storefront.
157	Street Robbery Reports	2	-	2	RS No. 19A	Criminal Records Management System (CRMS)	2	-	2	provide summaries of street robberies, beat maps, and related statistics.	Arranged by area, chronologically thereunder. Not kept since January 1992. Information is now electronic in Criminal Records Management System (CRMS)(see Record Series No. 19A).

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158	Subpoena Files (Management Services/ Administrative Services/ Records)	2	-	2	RS No. 158a	Subpoena Files (Records)	2	-	2	are records of legal action which requires information from the department. Contents of these files include computer printouts, subpoenas, routing top sheets, and logs.	Arranged chronologically with supporting documentation.
158	Subpoena Files (Management Services/ Special Projects/ Communications)	3	-	3	RS No. 158b	Subpoena Files (Communication)	3	-	3	are records of subpoenas served on this section of the department. Contents of these files include subpoenas Duces Tecum (County Form 43), and subpoenas in Criminal Cases (Form EDP-257)	Unarranged.
159	SUN Files	2 years or until reference value ceases, whichever occurs later	-	2 years or until reference value ceases, whichever occurs later	RS No 159	San Diego Users Network (SUN) Files	2 or URVC, whichever occurs later	-	2 or URVC, whichever occurs later	consist of San Diego User Network Security Forms which give information on who is authorized to access statewide information in California Law Enforcement Telecommunications System (CLETS).	Arranged alphabetically by operator name.
160	Tear Gas Registration Files	5		5						are records of purchasers of tear gas.	Arranged chronologically. Obsolete, not kept or maintained since August 1998.
161	Technical Reference Materials (Management Services/ Specials Projects/ Communication)	Destroy when reference value ceases	-	Destroy when reference value ceases	GRDS No. 630	Technical Reference Materials Produced by Other Agency (Communication)	URVC	-	URVC	consist of duplicate and non-record materials retained for the reference value. Materials include a California Department of Justice Manual, a communication proposal, and Project CABLE materials.	Arranged by subject. Covered by General Records Disposition Schedule No. 630.

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161a	Technical Reference Materials (Management Services/ Specials Projects /Laboratory)	Destroy when reference value ceases	-	Destroy when reference value ceases	GRDS No. 630	Technical Reference Materials produce by Other Agency (Laboratory)	URVC	-	URVC	consist of published materials from non-City sources on a variety of subjects used for reference purposes. Subjects include ballistics, chemistry, paints, and gas chromatography. Contents of these files include journals, books, studies, and reports, magazines, newsletters, various articles, pamphlets, and brochures.	Arranged by subject. Covered by General Records Disposition Schedule No. 630. "Non-Record".
162	Telephone Call Files	3	-	3	GRDS No. 135	Expenditures Made with Department Funds	3	-	3	are records of outgoing long distance calls made by staff. Contents of these files include Telephone Toll message Records (Form No. PD-241) and Long Distance Call Records (Form No. BD-117).	Unarranged. Covered by General Records Disposition Schedule No. 135.
163	Teletype Messages	1	1	2	GRDS No. 110	Correspondence-Routine	2	-	2	are printouts of incoming and outgoing messages transmitted via teletype.	Arranged chronologically. Covered by General Records Disposition Schedule No. 110.
164	Timesheets	6 mos		6 mos	GRDS No. 175b	Timesheets	End of fiscal year + 3	-	End of Fiscal Year + 3	(Form No. 764R) are records of hours worked by departmental employees. Originals are maintained by the Auditor's Office for ten years.	Arranged by pay period, by division thereunder. Covered by GRDS No. 175b. Retention increased to "end of fiscal year +3 years."

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165	Traffic Accident Files for Fatalities And/or Felonies	3	-	3	RS No. 165	Traffic Accident Files for Fatalities And/Or Felonies	10	-	10	consist of the documentation resulting from the reporting and investigation of fatal and/or felony traffic accidents. Contents of these files include memoranda, Progress Reports, Investigator's Reports, Coroner Reports, Autopsy Reports (County Form No. 10 Cor), Toxicology Reports (County Form No. 11 Cor), and Property Tags (Form No. PD-727), Traffic Collision Reports (Form No. CHP-555), Collision Summaries (Form No. PD-156), Collision Diagrams (Form No. PD-154A), Officer's Reports (Form No. ARJIS-9), Impounded, Recovered, Stored, or Released Vehicle Report (Form No. PD-143), photographs, Case Cover Sheets (Form No. PD-588), Officer's Reports of Additional Suspects (Form No. ARJIS-3), Fingerprint Records (Form No. PD-93), Follow-up Investigations, chronologies, interviews, Driving Under The Influence Arrest Reports (Form No. PD-346), Lab Service Requests (Form No. PD-481), Coroner's Receipt (Form No. 102), Applications for Release of Traffic Collision/Crime Information (Form No. PD-537), Report Request Coupons (Form No. PD-514), and Hit and Run Field Reports (Form No. PD-161).	Arranged by Fatal or Felony chronologically thereunder. Record Series # 27 "Fatal Traffic Accident Files" is now included in these record series. Retention has been changed from 3 years to 10 years

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166	Traffic Accident Logs	2	-	2	GRDS No. 275	Logs	2 or until reference value ceases, whichever is later	-	2 or until reference value ceases, whichever is later	are computer records which provide summary information on traffic accidents. A paper printout is made by Data Processing code with information from Automated Regional Justice Information System (ARJIS). Used for reference.	Arranged chronologically, alphabetically by name thereunder. Covered by General Records Disposition Schedule No. 275. Retention changed to "2 years or until reference value ceases, whichever is later."
167	Traffic Accident Logs/Fatalities	2*	-	3*						FATALITIES are records of fatal traffic accidents which have occurred within the City.	Arranged chronologically. Deleted; obsolete, not created or maintained since January 2000. *After two years, logs will be transferred to City Attorney/Civil Division and kept for one additional year (see City Attorney Record Series No. 30a).
168	Traffic Accident Logs/Felonies	2*	-	3*						are records of felony traffic accidents.	Arranged chronologically. Deleted; obsolete, not created or maintained since January 2000. *After two years, logs will be transferred to City Attorney/Civil Division and kept for one additional year (see City Attorney Record Series No. 30b).

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169	Traffic Accident Reports	2	-	2	RS No. 169	Traffic Accident Reports	5	-	5	are records of non-fatal and non-felony vehicle accidents occurring in the City. Contents of these files include Traffic Collision Reports (Form No. PD-154), Collision Diagrams (Form No. PD-154A), Hit and Run Follow-Up Investigation and Cancellation Reports (Form No. PD-404), Hit and Run Field Reports (Form No. PD-161), Report Request Coupons (Form No. PD-514), Collision Summaries (Form No. PD-156), Applications for Release of Traffic Collision/Crime Information (Form No. PD-537), Authorization to Disclose Information, photographs and correspondence.	Arranged numerically by collision number. Retention has been changed from 2 years to 5 years.
170	Traffic Citations (Moving Violations)	1	1	2	RS No. 170	Traffic Citations (Moving Violations)	2	-	2	are records of people cited for violating the State Vehicle Code for moving violations. Contents of these files include Notices to Appear (PD-177 and PD-494).	Arranged chronologically.
171	Traffic Warnings	6 mos	1 yr, 6 mos	2	RS No. 171	Traffic Warnings	2	-	2	(Form No. PD-519A) are issued by officers to vehicle operators regarding unsafe activities or equipment.	Arranged chronologically.

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172	Trust Funds/Special Billing Files	2	3	5	RS No. 172	Trust Funds/Special Billing Files	2	3	5	consist of the financial records of programs or expenditures financed as a result of trust funds or special financial arrangements. Subjects in these files include Narcotics Task Force, Narcotics Task Force Billing, San Diego County Animal Control, gas usage invoices, State of California 911 Billing, endowment officer notifications, Firearm Training System, Crime Prevention Festival, Horse Mounted Patrol Trust Fund, Special Events Fund, Reuben H. Fleet Fund, Police Motorcycle Training Fund, Sefton Foundation, and Uniform Maintenance Allowance. Contents of these files include General Invoices (Form No. AC-22), U.S. Department of Justice Reimbursement Billing Statements, Narcotic Task Force Pay Period Tally Sheet, Time Cards (Form No. DP-17), County of San Diego Fuel and Motor Oil Issues, County of San Diego Purchasing and Contracting Department Sub-Order (County Form No. 103B), Telephone Service Reimbursement Claims (State Form No. COM-285), San Diego Regional Training Receipts (Form No. AC-1221), Order Forms/Fiscal Management (Form No. PD-478), Journal Vouchers (Form No. AC-157), memoranda, and correspondence.	Arranged by subject, chronologically thereunder.

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173	Vehicle Impound Reports	1	1	2	RS No. 173	Vehicle Impound Reports	2	-	2	Vehicle Impound Reports include Impounded, Recovered, Stored, or Released Vehicle Reports (ARJIS II), and Vehicle and Vehicle Recovery Cards - Telephone (Form No. PD-854).	Arranged chronologically.
174	Vehicle Purchase and Warranty Record Files	2 years or until vehicle is dispose of, whichever occurs later		2 years or until vehicle is disposed of, whichever occurs later	GRDS No. 105	Vehicle Ownership and Warranty Records	2 or disposal of equipment whichever is later.	-	2 or disposal of equipment whichever is later.	include vehicle warranties, Purchase Orders (Form No. PA-2555B), specification sheets, Motor Vehicle Contract and Security Agreements, bill of sale, and Transfers of Title.	Unarranged. Covered by General Records Disposition Schedule No. 105
175	Vehicle Record Cards	Inactive + 2	-	Inactive + 2	RS No. 175	Vehicle Record Cards	Inactive + 2	-	Inactive + 2	(Form No. PD-874 AM) give basic information on police vehicles.	Arranged by active and inactive, numerically by vehicle number thereunder.
176	Vehicle Registration Files	3	-	3	GRDS No. 100	Vehicle Registration and Smog Registration	2	-	2	contain records related to the registration and renewal of registration for police vehicles. Contents of these files include Registration Cards (State Form Reg. 17.12), Renewal Lists, Transmittals of Registration Applications (State Form Reg. 247), Requests for Nonexempt License Plate (State Form Reg. 218), Smog Certificates, Verification of Vehicles (State Form Reg. 31), and Applications for Exempt Registrations (State Form Reg. 217).	Renewal Lists are arranged chronologically, other records are arranged numerically by vehicle number. Covered by General Records Disposition Schedule No. 100. Retention reduced from 3 years to 2 years.
177	Vehicle Service Records	2 years or life of vehicle, whichever is longer	-	2 years or life of vehicle, whichever is longer	GRDS No.95b	Records of Equipment Service, Maintenance, or Repair	2 or until vehicle is disposed of, whichever is later	-	2 or until vehicle is disposed of, whichever is later	consist of Repair Orders (Form No. PD-180) which document what repairs are made on police vehicles.	Arranged numerically by vehicle number. Covered by General Records Disposition Schedule No. 95b.

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178	Vendor Files	Destroy when reference value ceases.	-	Destroy when reference value ceases	GRDS No. 630	Technical Reference Materials produce by Other Agency	URVC	-	URVC	consist of informational materials from vendors for products and services. Used for reference. Contents include brochures, pamphlets, and booklets.	Arranged by vendor. Covered by General Records Disposition Schedule No. 630.
179	Voided and Dismissed Citations	2	-	2	RS No. 179	Voided and Dismissed Citations	2	-	2	are moving and parking citations which are voided or dismissed by the department because of extenuating circumstances meeting established criteria. Files include Notices To Appear (Form No. PD-177 and Form No. PD-494) and Parking Violation Notices (Form No. TR-1505).	Arranged by voided parking citations, voided moving citations, dismissed parking citations, and dismissed moving citations, chronologically thereunder.
180	Watch Schedules and Payroll Files	1	1	2	GRDS No. 175b	Timesheets	End of Fiscal Year + 3	-	End of Fiscal Year + 3	are records of who worked when and for how long. Contents of these files include Watch Schedules, Daily Time Sheets (Form No. PD-68), and Overtime Authorization Requests. Payroll Section also maintains Time Sheets.	Arranged by shift, by month and week thereunder or unarranged. Covered by the following General Records Disposition Schedule Record Series No. 175b, 195, 575. Retention of Timesheet and overtime authorizations increased from 2 yrs to end of FY + 3 yrs.
					GRDS No.195	Notices of Absences or Overtime	End of fiscal year + 3	-	End of Fiscal Year + 3		
					GRDS No. 575	Work Assignment Sheets, Logs and Work Schedule	2	-	2		
181	Weapons Inventory Files	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.						are records of which weapons are assigned to sworn personnel.	Random arrangement. Deleted; no longer created or maintained by Crime Analysis. The information is entered into the Statewide California Law Enforcement Telecommunications System/Automated Fire Arms System

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											(CLRTS/AFS)
182	459 R Files	Destroy when no longer needed	-	Destroy when no longer needed	RS No. 19A	Criminal Records Management System (CRMS)	Destroy when no longer needed	-	Destroy when no longer needed	are records of crimes committed within the City. Information from these records is entered into the computer system and used for reference. Contents of these files include Crime/Incident Report (ARJIS-2), Additional Property Reports (ARJIS-4), Officers Reports (ARJIS-9), Investigator's Follow-ups, and Crime Case Cancellations (Form No. PD-1101).	Arranged numerically by case number, chronologically thereunder. All robbery files are kept in the Criminal Records Management System (CRMS) with other crime reports (Record Series No. 80)
183	Academy History Files	2	3	5	RS No. 183	Academy History Files	2	3	5	contain records of each Academy class. Contents of these files include memoranda, recapitulations of Academy class events, class schedules, class rosters, instructor time sheets, examination schedules, graduation scripts, graduation programs, photographs, Course Certification Requests (Form No. POST 2-1030), New Course Requests, final standings, and Performance evaluations.	Arranged by regular and reserve, numerically by academy number thereunder. Division name changed.

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184	Academy Training Roster Files	2	3	5	RS No. 184	Academy Training Roster Files	Termination of Employment + 3	-	Termination of Employment + 3	are records of attendance and scores at training courses, including POST classes. Content of these files include Course Rosters (Form No. POST 2-111), final standing lists, Training Reimbursement Requests (Form No. POST 2-273), and memoranda. Original training reimbursement requests are maintained in Fiscal Division until the officer's retirement.	Arranged numerically by academy number, chronologically thereunder. Retention changed from 5 years to term +3.
185	B.A.S.E. Course Files	2	3	5	RS No. 185	B.A.S.E. Course Files	2	3	5	include Course Announcements (Form No. POST 2-110), New Class Requests, Course Schedules, Positive Attendance Rosters, Training Reimbursement Requests (Form No. POST 2-273), Course Rosters (Form No. POST 2-111), memoranda, and Course Evaluation Instruments (Form No. POST 2-245). Originals are sent to Peace Officers Standard Training Commission (POST).	Arranged numerically by module number (type of academy). Division named changed.

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Record Series No.	Records Series Title	Retention			Record Series No.	Records Series Title	RETENTION			Contents	Remarks
		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
186	Background Investigation Files				RS No. 186	Background Investigation Files			BACKGROUND INFORMATION FILES are records of the investigation of the personal histories of applicants for positions as police officers. Contents of these files include Background Investigation Reports (Form No. PD-922-BI), Personal History Statements (Form No. PD-924-BI), resumes, Applicant Control Sheets, academic records, correspondence, investigator's questionnaires, Requests for More Information (Federal Form No. NA-13054), Interoffice Communications (Form No. PD-951), Arrest/Juvenile Contact Reports (ARJIS-8), Officer's Report Narrative (ARJIS-9), character reference statements, Replies to Request For Information (Federal Form No. NA-13047), Replies to Inquiry (Federal Form No. NA-13018), Inquiry Returns (Federal Form No. NA-13063), Summaries of Military Service (Federal Form No. NA-13072), Confidential Financial Inquiries (Form No. PD-428), Certificates of Release of Discharge From Active Duty (Federal Form No. DD-214), Requests for Credit Report, Applicant Data Sheets (Form No. PD-30), and photographs.	Arranged alphabetically by applicant name.	
	Original Hired and Reserves	2	8	10		Original: Hired and Reserves	2	8			10
	Original Not Hired	3	-	3		Original: Not Hired	3	-			3

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
187	Basic Curriculum Files	2	3	5	RS No. 187	Basic Curriculum Files	2	3	5	consist of lesson plans, exams, and curricula for courses taught at the Academy. Materials are arranged in subjects including ABC Law, Alcohol Violations, Arson and Explosives, Auto Theft, Courtroom Demeanor, Deadly Force, Evidence, First Aid, Interpersonal Communications, Laws of Arrest, Mob and Riot Control, and Prisoner Transport.	Arranged by active or inactive, alphabetically by subject thereunder. Division name changed.
188	Correspondence -Routine (Personnel Services/ Training and Development/ Police Academy)	2	3	5	GRDS No. 110	Correspondence-Routine (Training and Development Police Academy)	2	-	2	consists of correspondence on routine personnel administration issues such as examination dates or sitting on boards.	Arranged chronologically. Covered by GRDS No. 110. Retention changed from 5 years to 2 years.
189	Course Evaluations	2	3	5	RS No. 189	Course Evaluations	5	-	5	are ratings and critiques of training classes and seminars given to police officers. Includes San Diego Police Department Course Evaluation forms.	Arranged alphabetically by course subject Division name changed. Retention for the Department increased from 2 years to 5 years to show nothing will come to the Record Center.
190	Department Announcement Files	2	3	5	RS No. 190	Department Announcement Files (Duplicate)	URVC	-	URVC	are informational announcements from the Chief's Office which are copied and then distributed to all sworn personnel.	Arranged chronologically. Copy designation changed from original to duplicate.

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191	Department Instructions and Policy Files	2	3	5	GRDS No. 280a	Manuals/Policy	P	-	P	consist of Police Department Instructions (Form No. PD-275), Personnel Policy files and notes.	Arranged by historical or active, numerically by instruction or policy number thereunder. Covered by General Records Disposition Schedule No. 280a. Retention increased to permanent. Record Series No. 205 is now part of this record series.
192	Enrollment Jackets	2	3	5	RS No. 192	Enrollment Jackets	2	3	5	are the personnel records of Academy enrollees for their time at the Academy. Contents of these files include, Trainee Evaluation Forms, Performance Evaluation Score Sheets, Trainee Data Sheets, Academic Profiles, Officer's Reports (ARJIS-9). This file is passed on to the assigned division after the employee completes training. Medical information is purged and sent to medical assistance unit after graduation.	Arranged alphabetically by name. Division name changed. Record Series description revised.
193	Equal Opportunity Investigation Files	6	-	6	RS No. 193	Equal Opportunity Investigation Files	5	20	25	are records of the investigations of complaints of discrimination. Contents of these files include tape recordings, memoranda, and Investigator's Reports (Form No. PD-153A).	Arranged by year and case number or alphabetically by name. Retention was changed to match the City's Equal Employment Opportunity Investigation files, Record Series # 14a; and to allow for Records Center Storage to store the documents.

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194	Field Training Officer Evaluation Files	2	3	5	RS No. 194	Field Training Officer Evaluation Files	2	3	5	are ratings of recruits during field training. Contents of these files include Bi-Weekly Evaluations, Daily Evaluations, Officer's Narratives (ARJIS-9), and Trainee Progress Assessments.	Arranged numerically by Academy number, by trainee identification number thereunder. Division name changed.
195	Fingerprint Files	2	-	2	RS No. 195	Fingerprint Files	2	-	2	include Fingerprint Cards (State Department of Justice Form No. BID-7), and Print Logs. Files are fingerprint records of applicants for police officer positions. Records of applicants hired are put in personnel files.	Arranged chronologically. Division name changed.
196	In Service and Advanced Officer Training Files	2	3	5	RS No. 196	In Service and Advanced Officer Training Files	2	3	5	consist of curricular and lesson plans for such courses as First Aid/CPR (cardiopulmonary resuscitation) and AOT (Advance Officer Training).	Arranged numerically by module number, by subject thereunder. Division name changed.
197	Insured Employee Worksheets	2	-	2	GRDS No. 118	Insured Employee Worksheets	CY + 5	-	CY + 5	are records of the work status of injured police officers. Originals kept at Risk Management since July, 1999.	Arranged by active or inactive, alphabetically by employee name thereunder. Covered by General Records Disposition Schedule RS NO. 118. Retention changed from 2 years to Calendar year + 5 yrs.

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198	Logs and Request Files	2	-	2	GRDS No. 275	Logs	2	-	2	are records of work requested and performed by graphics personnel. Contents of these files include repair requests, equipment/tape check-out requests, work requests, production equipment requests, equipment and tape check-out logs, work check-in logs, stock footage logs, blank tape allocation logs, slide logs, and index logs.	Arranged by type of request or log. Covered by General Records Disposition Schedule No. 275.
199	Medical Assistance Case Summaries	2	-	2	RS No. 199	Medical Assistance Case Summaries	2 or URVC	-	2 or URVC	are records of injured and light duty personnel. Records are in Local Area Network (LAN) database and are updated weekly as to the status of the injured employee.	Random access arrangement. Retention changed to "2 years or until reference value ceases, whichever is later."
200	Medical Claim Case Files	Place in employee Personnel Jacket after completion of activity.	-	Place in employee Personnel Jacket after completion of activity.	GRDS No. 460	Personnel/Job Status/Medical Records				are records of injury claims made by department employees. Contents of these files include Claims Record Sheets, injury reports, and memoranda. Originals are maintained by Risk Management since July 1999.	Arranged by active or inactive, alphabetically by employee name thereunder. Covered by General Records Disposition Schedule No. 460. Department Copy changed from original to duplicate.
						a) Pertinent to transferring employee's new Job	Transfer as part of the employee's personnel file	-	Transfer as part of the employee's personnel file		
						b) Not pertinent to transferring employee's new job	Kept by losing department for 3 years after date of Termination	-	Kept by losing department for 3 years after date of termination		

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201	Monthly Statistics Files	5		5	RS No. 201	Monthly Statistics Files	5	-	5	include Monthly Distribution Reports and personnel reports on issues such as ethnicity and discipline.	Arranged chronologically. Division name changed.
202	Office Management Files (Personnel Services/ Training and Development/ Police Academy)	2	3	5	GRDS No. 135	Expenditure made with Department Funds	3	-	3	consist of records which document the day-to-day administration of the office. Contents of these files include Stores Requisitions (Form No. PA-1434), Purchase Orders (Form No. PA-2555B), Printing Services Requisitions (Form No. PEA-1469), Office Product Order Forms, Fiscal Management Order Forms (Form No. PD-4780, Miramar College Requisitions Forms, San Diego Community College District Non Stock Requisitions (Form No. 22R 3210), Mesa College Stockroom Order Forms, and San Diego Community College Purchase Orders.	Arranged by subject and year. Covered by General Records Disposition Schedule Record Series No. 135. Retention changed from 5 years to 3 years. Revised: February 14, 1992.
202	Office Management Files (Recruitment)	2	-	2 years	GRDS Nos. 110.	Correspondence - Routine	2	-	2	consist of records which document the day-to-day administration of the office. Contents of these files include Parking Permit Logs, Notices of Certification (Form No. CS-492), Requests for Record, and Applicant Control Sheets.	Arranged by type of form. Covered by General Records Disposition Schedule Nos. 275, 435, and 110.
					GRDS No. 275	Logs	2 or until reference value ceases	-	2 or until reference value ceases		
					GRDS No. 435	Personnel/Hiring - Certification Documents	3	-	3		

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203	POST Administration Files (Personnel Services/ Training and Development/ In-Service Training)	2	3	5	RS No. 203	Peace Officer Standard Training (POST) Administration Files	5	-	5	are records of the administration of the attendance of POST classes by S.D.P.D. personnel. Subjects in these files include certificate and log sheets, course certification, field management. Many of these records are duplicates with originals in Fiscal Management. Former information is now kept on post website-www.poster.gov for statewide information. Contents of these files include POST Certificates, Field Management Training Evaluations (Form No. POST 2-257), memoranda, course training approval lists.	Arranged by subject. Division name changed. Record Series description revised. Retention for the Department changed from 2 years to 5 years. Retention modified to show that nothing will come to the Record Center.
204	Post Shooting Psychiatric Bills	3	-	3						are invoices submitted for counseling services.	Arranged chronologically. Originals are kept by Risk Management; copies not kept since July, 1999.
205	Personnel Policy Files	5	P	P	GRDS No. 280a	Manuals/Policy	P	-	P	are records which document the revision or establishment of departmental personnel policies. Contents of these files include memoranda, correspondence, studies, and minutes. Subjects in these files include computer projects, surveys, injury studies, health committee, and pregnancy.	Arranged by subject. Not kept in Medical Assistance since July 1999. Originals are now kept in Research Management Analysis (see Record Series No. 191 and now changed to GRDS 280a).
206	Psychiatric Evaluation Files				RS No. 206	Psychiatric Evaluation Files				consist of Psychological Pre-employment Screening Forms, Police Recruit Interview Ratings, Confirmation of Polygraph Reports, and Covenants Not To Sue. These files consist of tests given to police applicants. Files are strictly confidential.	Arranged alphabetically by name of applicant. Division name changed.
	a) Original: Hired or Reserves	2	48	50		a) Original: Hired or Reserves	2	48	50		
	b) Original: Not Hired	3	-	3		b) Original: Not Hired	3	-	3		

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207	Recruiting Contact Files	2	-	2	RS No. 207	Recruiting Contact Files	2	-	2	consist of Contact Sheets which contain information on persons contacted by recruiting personnel regarding employment with the department.	Arranged chronologically. Division name updated.
208	Recruiting Statistics	5	-	5	GRDS No. 10	Administrative Files/Department Working Files-Routine	5	-	5	are compiled monthly and reflect the activities of this section.	Arranged chronologically. Covered by General Records Disposition Schedule No. 10.
209	Recruitment Publicity Files	2	-	2	GRDS No. 15	Administrative Files/Department Working Files-Transitory	2	-	2	include advertising schedules, radio advertisements, and classified advertisements.	Arranged chronologically. Covered by General Records Disposition Schedule No. 15.
210	Retirement Board Minutes (Personnel Services and Medical Assistance)	Destroy when reference value ceases.	-	Destroy when reference value ceases						include agendas. Used for reference.	Arranged chronologically. Obsolete, not maintained since July 1999.
211	Slide and Video Tape Files (Police/ Personnel Services/ Training and Development/ In-Service Training)	2 yrs or until reference value ceases whichever is later	3 yrs	5 or until reference value ceases, whichever is later						are visual training aids used for training police officers and/or to educate the public.	Arranged by slides and video tapes, by letter and number designator thereunder. Obsolete, no longer created or maintained.
212	Teacher Evaluation Files (Police/ Personnel Services/ Training and Development/	2	3	5	GRDS No. 10	Administrative Files/Department Working Files-Routine	2	3	5	consist of In-service Evaluations, Teacher Evaluations, and Course Evaluations (Form No. Post 2-245). These files are ratings of teachers and courses by attendees at the Academy.	Arranged by type of evaluation, alphabetically by name of teacher thereunder. Covered by General Records Disposition Schedule No. 10.

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	Police Academy)										
213	Technical Reference Materials (Police/ Personnel Services/Equal Opportunity)	Destroy when reference value ceases.	-	Destroy when reference value ceases	GRDS Nos. 625b	Technical Reference Materials/Produced by the City	URVC	-	URVC	consist of duplicate or non-city publications providing reference on discrimination issues.	Arranged by subject. Covered by General Records Disposition Schedule Nos. 625 and 630.
					GRDS No. 630	Technical Reference Materials/Produced by Other Agency	URVC	-	URVC		
213	Technical Reference Materials (Personnel Services/ Training and Development/ In-Service Training)	Destroy when reference value ceases.	-	Destroy when reference value ceases	GRDS No.630	Technical Reference Materials/Produced by Other Agency (Duplicate)	URVC	-	URVC	include equipment brochures and repair manuals and other publications from outside the City used for reference purposes.	Unarranged. Covered by General Records Disposition Schedule No. 630.

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214	Telephone Logs	2	-	2	GRDS No. 275	Logs	2 or URVC, whichever is later	-	2 or URVC, whichever is later	are records of outgoing telephone calls.	Arranged chronologically. Covered by General Records Disposition Schedule No. 275. Retention changed to "2 years or until reference value ceases, whichever is later."
215	Test Booklets	Destroy when reference value ceases	-	Destroy when reference value ceases	GRDS No. 450d	Test Booklets	3	-	3	include Police Recruit Interview Rating Sheets, Minnesota Multiphase Personality Inventories, and California Psychology Inventories. Originals are kept by the City Personnel Department.	Arranged by type of record. Division name changed. Record series description revised. Interview Rating sheets are covered by the General Records Disposition Schedule No. 450d and the retention is changed from "until reference value ceases" to "3 years". Records which need to be kept longer should be removed and placed with an appropriate Record Series with longer retention. Interview Rating Sheets are Covered by General Records Disposition Schedule No. 450d; retention is 3 years.

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216	Test Results	Ceases Destroy when reference Value	-	Destroy when reference Value Ceases	RS No. 216	Test Results	Destroy when reference value ceases	-	Destroy when reference value ceases	consist of Final Marking Sheets (computer Report S)2-360-21) and Examination Registers.	Arranged Chronologically by year, by test group thereunder. Division name updated. Record series description revised.
217	Tracking Files	Closed + 2	-	Closed +2	RS No. 217	Tracking Files	Closed + 2	-	Closed +2	are records of sworn personnel under disciplinary action. Files are used to track status of these personnel. Contents of these files include Tracking Sheets, memoranda, and policies. Types of files include gun retention/police powers and probation extension. Memoranda are also stored in personnel files.	Arranged by type and by open or closed thereunder. Division name changed..
218	Training Notification Files (Personnel Services/ Training and Development/ In-Service Training)	1	-	1						are notices sent to officers informing them of their acceptance in a training class or seminar. Contents of these files include Requests for Class, Training Reimbursement Requests (POST Form No. 2-273), and Interoffice Communications (Form No. PD-951).	Arranged chronologically. No longer kept or maintained. Original Reimbursement Requests are kept in Fiscal Division. Emails have replaced paper notification.
219	In-Service Training				RS No. 219	Training Record Files				are records of training courses taken by sworn personnel. Records are used in determining incentive/promotional pay increases. Contents of these files include Training Certificates, class registration forms, memoranda, Police Officer Pay Increase (Form No. PD-17C), and Training Records.	Arranged alphabetically by officer's name. Division name updated.
	a) Original	Destroy when microfilmed	-	Destroy when microfilmed		a) Original	Destroy when microfilmed	-	Destroy when microfilmed		
	b) Original/ Microfiche	Transfer or termination from department +2.	3	Transfer or termination from department +5		b) Original/Microfiche	Transfer or termination from department +2.	3	Transfer or termination from department +5		

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220	Activity Reports	2	-	2	GRDS No. 195	Notice of Absence or Overtime	End of fiscal year +3	-	End of fiscal year +3	are records of work performed. Included in these files are Case Load Management Reports, Homicide Overtime Reports, Sergeants Tally Sheets, and monthly reports.	Arranged by type of report and/or chronologically. Covered by General Records Disposition Nos. 195 and 575; Retention for "Over time Reports" changed to end of fiscal year +3 years.
					GRDS No. 575	Work Assignment Sheets, Logs, and Schedules	2	-	2		
221	Administrative Working Files (Special Operations/ Investigation I/Juvenile)	2 years or until reference value ceases, whichever is later	-	2 years or until reference value ceases, whichever is later	GRDS No. 15	Administrative Files/Department Working Files-Transitory	2	-	2	consist of documents on subjects of interest which are used for reference and/or research. Subjects in these files include legislation, annual certification, studies, secure detention, intervention recaps, forfeited assets fund, drug arrest procedures, intervention training classes, and juvenile statistics. Contents of these files include statistics, memoranda, procedures, announcements, training bulletins, notes, reports, and brochures.	Arranged alphabetically by subject. Covered by General Records Disposition Schedule No. 15. Retention reduced to 2 years.

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221	Administrative Working Files (Special Operations/ Investigations III/Vice)	2 years or until reference value ceases, whichever is later	-	2 years or until reference value ceases, whichever is later	GRDS No. 15	Administrative Files/Department Working Files-Transitory	2	-	2	consist of documents on subjects of interest to the section, relating to their function. Used for reference or research. Subjects in these files include ABC protests, after hours, bar list, bingo, cabarets, card rooms, carnivals, casino nights, Requests for Council Action, copier, CUP protests, disciplinary reports, dance laws, equipment, felony case statistics, gambling, goals and objectives, Inspection and Control Report, lottery, monthly reports, statistics, mud wrestling, peep shows, press releases, quarterly reports, training, vacation schedule. Contents of these files include correspondence, memoranda, liquor license applications, Request for Council Action (CM-1472), Investigator's Reports (PD-153A), ordinances, Conditional Use Permit protests, blue prints, Special Equipment Assignments, felony case statistics, reports, inventory lists, & New Releases.	Arranged alphabetically by subject. Covered by General Records Disposition Schedule No. 15. Retention reduced to 2 years.
222	Alarm Permit Files	2	2	4	GRDS No. 420b	Permits and Licenses - Permits of Limited Duration	Expiration of license + 3		Expiration of license +3.	consist of the records relating to the issuance and regulation of alarm permits. An alarm permit is valid for twenty-four months. Contents of these files include Alarm User Permit Applications (Form No. PD-LD-861), correspondence, memoranda, Domestic Return Receipt (Postal Service Form No. 3811), Receipts for Certified Mail (Postal Service Form No. 3811), Receipts for Certified Mail (Postal Service Form No. 3800).	Arranged alphabetically by street name and numerically by address thereunder. Covered by General Records Disposition Schedule No. 420b. Retention changed to expiration of license +3.years."

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223	Alarm Printouts	6 mos.	1 yr & 6 mos.	2 yrs						are records of when and where alarms go off	Arranged chronologically. Obsolete; department has not performed this function since July 2002. No prior records exist.
224	Alarm Study Files	5	5	10						consist of records relating to the study of an revision to the San Diego Burglar Alarm Ordinance. Contents of these files include correspondence, policy statements, studies, state legislation, Request for Council Action (Form No. CM-1472), ordinances, Route Slips, and draft documents.	Unarranged. Obsolete; no longer created or maintained.
225	Arrest Files	Destroy when no longer needed	-	Destroy when no longer needed	RS No. 19A	Criminal Records Management System (CRMS)	Destroy when no longer needed	-	Destroy when no longer needed	consist of records of arrests made by officers in this section. Files include Arrest/Juvenile Contact Reports (ARJIS-8), Investigator's Reports (Form No. PD-153A), Receipt and Inventory Forms (Form No. 197), and Under The Influence Arrest Reports (Form No. PD-988).	Arranged by felony or misdemeanor, chronologically by month thereunder. Information electronic in the Criminal Records Management (CRMS) since May 2004. Duplicate no longer maintained.
226	Arrest Logs	Destroy when reference value ceases	-	Destroy when reference value ceases	RS No. 19A	Criminal Records Management System (CRMS)	Destroy when reference value ceases	-	Destroy when reference value ceases	are computer reports which list basic information on arrests made.	Arranged chronologically. No longer kept or maintained. Information electronic in the Criminal Records Management (CRMS) since May 2004. Duplicate no longer maintained.

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227	Assistance to Outside Agency Files	2	-	2	RS No. 227	Assistance to Outside Agency Files	2	-	2	includes arrest reports, teletype messages, and information on assistance provided. Originals are kept by the agency involved.	Arranged chronologically. Division name updated. Copy designation changed from original to record copy. Record series description revised.
228	Bar Files	Destroy when reference value ceases.	-	Destroy when reference value ceases.	RS No. 19A	Criminal Records Management System (CRMS)	Destroy when reference value ceases.	-	Destroy when reference value ceases.	consist of records which document incidents or arrests which are related to bars operating within San Diego. Contents of these files include Notice to Appear (Form No. PD-177), Investigator's Reports (Form No. PD-153A), Department of Alcohol Beverage Control Affidavit of Minor for Business and Professions Code Violations, Arrest/Juvenile Contact Reports (Form No. ARJIS-8), Department of Alcohol Beverage Control Permits, and Notices of License Correction (State Form No. ABC-289). Used for reference.	Arranged alphabetically by name of street on which bar is located. Duplicate are no longer maintained. Records are now electronic in the Criminal Records Management (CRMS).
229	Bingo Files	Expiration of license +3 years		Expiration of license +3 years	GRDS No. 420b	Permits and Licenses - Permits of Limited Duration	Expiration of license +3	-	Expiration of license +3	consist of records of bingo game operators. Contents of these files include Financial Statements of Bingo Game (Form No. PD-695), Computations of Monthly Bingo License Fee Due, Forms for Organization to Know Dates Due for	Arranged by active or expired, alphabetically by organization name thereunder. Covered by General Records Disposition Schedule No. 420b.

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										Financial Reports, Financial Reports, Receipts for License Fees Paid (Form No. AC-1218), Financial Report of Fund Raising Activity (Form No. PD-695), License Permits (Form No. PD-864), Bingo Licenses Applications (Form No. PD-94), Fire Survey/Application Permit (Form No. FPB-213), Notices of Fire and Safety Hazards, leases, Certificates Waiving Exemption from Taxes (Form No. SS-15), articles of incorporation of organization, Tax Exempt Statements, and correspondence.	
230	Budget Working Files (Special Operations/ Investigations III/ Narcotics Street Team)	Destroy when no longer needed	-	Destroy when no longer needed	GRDS No. 165d	Budget Working Files	URVC	-	URVC	Include outlay reports, personnel expenses information, financial status reports, and related documents.	Arranged chronologically by fiscal year. Covered by General Records Disposition Schedule No. 165d.
230a	Budget Working Files (Special Operations/ Investigations I/Juvenile)	3	2	5	GRDS No. 165a	Budget Working Files	5	-	5	consist of documentation and working papers produced in the preparation, submission, and revision of the budget. Files include expenditure reports, preliminary budgets, memoranda, statistical data, appropriations information, personnel payroll information and correspondence.	Arranged chronologically. Covered by General Records Disposition Schedule No. 165a.
230b	Budget Working Files (Special Operations/ Investigations III/Vice)	Destroy when no longer needed	-	Destroy when no longer needed	GRDS No. 165d	Budget Working Files	URVC	-	URVC	consist of materials used in the preparation, development, submission and revision of the sections' budget. Contents of these files include outlay information, personnel expense information, related reports, and memoranda.	Arranged chronologically by fiscal year. Covered by General Records Disposition Schedule No. 165d.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
231	Business Licenses	Destroy when reference value ceases	-	Destroy when reference value ceases						are duplicates of licenses for businesses which might come into possession of stolen property.	Arranged alphabetically by business name. Obsolete, no longer maintained since 1998.
232	Card Room Regulation Files	Expiration of license +3	-	Expiration of license +3	GRDS No. 420b	Permits and Licenses - Permits of Limited Duration	Expiration of license + 3	-	Expiration of license +3	include records of card rooms and their employees. Licenses may be renewed yearly. Contents in these files include Business Licenses/Permits (Form No. PD-761-LD), fingerprints, License/Permit Applications for Renewal, rap sheets, and leases.	Arranged by dealers and employees, alphabetically by name thereunder. Covered by General Records Disposition Schedule No. 420b.
233	Casino License Files	2	-	2	GRDS No. 410	Applications for Permit and Licenses	Expiration of license + 5	-	Expiration of license + 5	FILES are records of applications for licenses to hold casino parties. Contents of these files include Declarations of Business Tax (Form No. TR-1601), Business License/Permit Applications (Form No. PD-761-2D), Municipal Business License Applications (Form No. TR-1011), Reports of Field Audit, Licenses/Permits (Form No. PD-864), and Notification of Business License (Form No. PD-1095).	Arranged chronologically by month and year. Covered by General Records Disposition Schedule No. 410. Retention increased to "expiration + 5 years."
234	Child Abuse Case Files				RS No. 19A	Criminal Records Management System (CRMS)				are records of the investigation of suspected child abuse cases. Contents of these files include Crime	Arranged numerically by case number. Retention increased for

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
	Original/Prosecuted	Send to Records Section after completion of court action.	-	Send to SDPD Records after completion of court action.		Original/Prosecuted	Send to SDPD Records after completion of court action where they maintain for a total of 20	-	Send to SDPD Records after completion of court action where they maintain for a total of 20	Reports (Form No. ARJIS-2), Arrest/Juvenile Contact Reports (Form No. ARJIS-8), and Officer's Report Narratives (Form No. ARJIS-9).	Original/Prosecuted to Send to SDPD Records after completion of court action where they maintain for a total of 20 years; Original/Not prosecuted increased to 20 years.
	Original/Not Prosecuted or Unsolved	4	-	4		Original/Not Prosecuted or Unsolved	20	-	20		
235	Community Organization Files	Destroy when reference value ceases	-	Destroy when reference value ceases	GRDS No. 630	Technical Reference Materials/Produced by other Agency	URVC	-	URVC	contain information on organizations which deal with juveniles. Subjects in these files include Alpha Project, Adopt-A-School, CYA, DARE, Juvenile Court, Juvenile Program, Lifesaver Charities, McDonald Center, Missing Juveniles, M.I.T.E., National Federation of Parents for Drug Free Youth, O.B. Community Resources, Pal, Project Oz, San Diego Crime Commission, School Police, and Gateway. Contents of these files include brochures, studies, reports, memoranda, newspaper articles, information packets, and correspondence.	Covered by General Records Disposition Schedule No. 630.
236	Correspondence -Routine (Special Operations Investigations	2	-	2	GRDS No. 110	Correspondence-Routine	2	-	2	consist of memoranda and/or correspondence on a variety of subject such as office procedure.	Arranged chronologically. Covered by General Records Disposition Schedule No. 110.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
	I/Licensing)										
236a	Correspondence -Routine (Special Operations/ Investigations III/Criminal Intelligence)	2	-	2						consist of incoming and outgoing correspondence and memoranda on a variety of issues relating to the work of this section.	
236b	Correspondence -Routine (Special Operations/ Investigations III/Narcotics Street Team)	2	-	2						consist of memoranda and/or correspondence sent or received on a variety of issues concerning section activities or personnel.	
236c	Correspondence -Routine (Special Operations/ Investigations III/Vice)	2	-	2	GRDS No. 110	Correspondence - Routine	2	-	2	includes incoming and outgoing correspondence on a variety of issues affecting the section.	Arranged chronologically. Covered by General Records Disposition Schedule No. 110.
237	Coupon Sales Files	3	-	3	GRDS No. 410	Applications for Permits and Licenses	Expiration of license +5	-	Expiration of license +5	are records of applications for permits to sell merchandise coupons. Contents of these files include Municipal Business Tax Declarations (Form No. TR-1597), Business Licenses/Permit Applications (Form No. PD-761-LD), coupon samples, Notifications of Business License Applications (Form No. PD-1099), and Property Tags and Reports (Form No PD-727).	Arranged alphabetically by business name. Covered by General Records Disposition Schedule No. 410. Retention changed to expiration of license +5 years.
238	Curb Painter Permits	3	-	3	GRDS No. 410	Applications for Permits and Licenses	Expiration of license +5	-	Expiration of license +5	include Applications for Curb Painting Permits (Form No. PD-379), and Municipal Permits (Form No. PD-864).	Arranged alphabetically by name. Covered by General Records Disposition Schedule No. 410.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
											Retention changed to expiration of license +5 years
239	Daily Journals	2	-	2	GRDS No. 255	Journals	2	-	2	are records of the daily activities of the sworn personnel in the Licensing Section. Daily Journals consist of Officer's Daily Reports (Form No. PD-972-FOS).	Arranged chronologically, by officer thereunder. Covered by General Records Disposition Schedule No. 255.
240	Department Announcements	Destroy when no longer needed,	-	Destroy when no longer needed	GRDS No. 285b	Manuals/Procedures	Destroy when obsolete or superseded whichever occurs first	-	Destroy when obsolete or superseded whichever occurs first	are announcements from the Chief regarding department activities, policies, or procedures. Originals are electronic in LAN database.	Arranged chronologically. Now electronic on LAN since January, 2000. Covered by General Records Disposition Schedule No 285b.
241	Department Instructions	Destroy when reference value ceases.	-	Destroy when reference value ceases	RS No. 241	Department Instructions	Destroy when reference value ceases	-	Destroy when reference value ceases	consist of policies and procedures for staff.	Arranged numerically Now electronic on Local Area Network (LAN) since January, 2000.
242	Driver Record Cards (Chauffeur Applications)	2 or expiration of cards +1, whichever occurs later.	-	2 or expiration of cards +1, whichever occurs later						(Form No. PD-597) are records of drivers employed in paratransit or taxi firms regulated by the City. Included in these files are Applications for Paratransit Vehicle Driver's ID Cards (Form No. PD-163), Driver Qualification Exams/Certification Forms, and fingerprints.	Arranged alphabetically by company name, alphabetically by driver's name thereunder or arranged alphabetically by driver's name. No longer regulated by the Police Department and not created or maintained since July, 1996.
243	Equipment Files	3 or until reference value ceases, whichever	-	3 or until reference value ceases, whichever	GRDS No. 85	Equipment Files				are records of what equipment has been issued to whom and what equipment is on hand. Contents of these files include Equipment Inventory Lists, Vehicle Inventory	Arranged by subject or by unit number. Covered by General Records Disposition Schedule No. 85.
						a) Returned		Returned + 2	-		

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		occurs later.		occurs later							
						b) Lost or Stolen	Until Returned	-	Until Returned	Lists, and Vehicle Inspection Reports.	Retention changed from 3 yrs or URVC to (a) Returned + 2 years and (b) Until Returned.
244	Expense Records	3	-	3	GRDS No. 135	Expenditures Made with Department Funds	3	-	3	provide financial activities of this section.	Arranged chronologically. Covered by General Records Disposition Schedule No. 135.
245	Firearms Sales Permit Files	3	-	3	GRDS No. 410	Applications for Permit and Licenses	Expiration of license + 5	-	Expiration of license +5	are records of applications for permits to operate firearms sales businesses in the City. Contents of these files include Municipal Licenses/Permits (Form No. PD-906 LI), Firearms Applications, Municipal Business Tax Declarations, Municipal Business License Applications (Form No. TR-1011), and correspondence.	Arranged alphabetically by the name of the business. Covered by General Records Disposition Schedule No. 410. Retention changed to expiration of license +5 years
246	Fireworks Applications	1	-	1						include Applications for Public Fireworks Display (Form No. FD-2204). Originals are maintained by the Fire Department.	Arranged chronologically. Obsolete; not regulated by Police since July 1996.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
247	Forgery Cancelled Case Files	Destroy when reference value ceases	-	Destroy when reference value ceases	RS No. 19A	Criminal Records Management System (CRMS)	Destroy when reference value ceases	-	Destroy when reference value ceases	are records of forgery cases which are kept for reference purposes. Contents of these files include Case Packets (Form No. PD-679), photographs, checks, Crime Case Cancellations (Form No. OD-1101), Arrest/Juvenile Contact Reports (ARJIS-8), Officer's Report Narratives (ARJIS-9), Investigation Addendum Reports (Form No. PD-929), Property Tags (Form No. PD-727), handwriting specimens, Handwriting Analysis Cards (Form No. PD-296), and Fraudulent Document Reports (ARJIS-7).	Arranged chronologically by year, by case number thereunder Duplicate are no longer maintained. Information is now electronic in Criminal Records Management System (CRMS) since May 2004.
248	Forgery Case Files				RS No. 19A	Criminal Records Management System (CRMS)				are records of the investigation of forgery crimes. Contents of these files include Case Folders (Form No. PD-679), Crime/Incident Reports (ARJIS-2), Officer's Report Narratives (ARJIS-9), and Investigator's Follow-Up Summaries.	Arranged chronologically by year, by case number thereunder. Paper records no longer maintained since May 2004. Information is now electronic in Criminal Records Management System (CRMS) (see Record Series No. 19A).
	Original/ Prosecuted	Send to Record Center after completion of court action.	-	Send to Record Center after completion of court action.		Original/Prosecuted	4	-	4		
	Original/Not Prosecuted or Unsolved	4	-	4		Original/Not Prosecuted or Unsolved	4	-	4		

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
249	Gang Information Files	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.						include materials on specific gangs and gang members. Contents of these files include Information Cards (Form No. PD-371).	Arranged by subject, alphabetically by name thereunder. Obsolete; not created or maintained since 1998.
250	Going Out of Business Permit Files	2	-	2 years	GRDS No. 410	Application for Permits and Licensing	Expiration of license + 5	-	Expiration of license + 5	are records of businesses which have applied for “going out of business” sale permits. Contents of these files include “Closing Out” Sale Applications (Form No. PD-219), Municipal License/Permit (Form No. PD-864), and merchandise inventory.	Arranged alphabetically by business name. Covered by General Records Disposition Schedule No. 410. Retention increased to "expiration + 5 years."
251	Handwriting Analysis Cards	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.						(Form No. PD-296) contain samples of handwriting which are used in the investigation of forgery cases.	Arranged alphabetically by hand writer’s name. Obsolete; not maintained since January 2003.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
252	Homicide Case Files	Send to Records Section after completion of court action or investigation of unsolved cases.			RS No. 115	Homicide Case Files - Solved and Unsolved	Send to Records Section after completion of court action or investigation of unsolved cases.	-	99	are records of the investigations of homicides. Contents of these include Case Synopsis Cover Sheets, photographs, Forensic Science Section Cover Sheets (Form No. PD-481), Investigator's Reports (Form No. PD-153A), Latent Print Cards (Form No. No. PD-136), Search Warrants and other court documents, Crime/Incident Reports (Form No. ARJIS-2), Arrest/Juvenile Contact Reports (Form No. ARJIS-8), Officer's Report Narratives (Form No. ARJIS-9), Coroner's Receipts (County Form No. 102), Autopsy Reports (County Form No. 10 Cor.), Toxicology Reports (County Form 11 Cor.), Coroner's Reports (County Form No. 8 Cor.), Criminalistics Laboratory Intoxilyzer Precautionary Checklists (Form No. PD-772), and correspondence.	Arranged by investigative team, by case number thereunder. Combined with Record Series No. 115 - "Homicide Case Files Solved and Unsolved."
253	Homicide Index Cards	10 or until reference value ceases, whichever is later.	-	10 or until reference value ceases, whichever is later.	RS No. 253	Homicide Index Cards	10 or until reference value ceases, whichever is later.	-	10 or until reference value ceases, whichever is later.	List of suspects, victims, and case identification numbers for homicide cases.	Arranged alphabetically by victim name. Division name updated.
254	Informant Files	2 or until reference value ceases, whichever is later	-	2 or until reference value ceases, whichever is later	RS No. 254	Informant Files	2 or until reference value ceases, whichever is later	-	2 or until reference value ceases, whichever is later	consist of Intelligence Cards on deactivated cases which provide information on informants.	Arranged alphabetically by Name. Division name updated. Record series description updated.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
255	Information Card Files	2 or until reference value ceases, whichever is later.	-	2 or until reference value ceases, whichever is later.	RS No. 255	Information Card Files	2 or until reference value ceases, whichever is later.	-	2 or until reference value ceases, whichever is later.	are records of informants and suspects or arrestees. Files include Information Cards (Form No. PD-371).	Arranged by information or suspects, alphabetically by name thereunder. Now electronic in Local Area Network (LAN) since January, 2000.
256	Intelligence and Surveillance Files	2 or until reference value ceases, whichever is later.	-	2 or until reference value ceases, whichever is later.	RS No. 256	Intelligence and Surveillance Files	2 or until reference value ceases, whichever is later.	-	2 or until reference value ceases, whichever is later.	consist of information gathered on criminals, criminal organizations, or groups. These files are maintained on a State Department of Justice (DOJ) database.	Arranged by alpha numerically by criminal, criminal organization, or group. Division name updated. Copy designation changed. Record series description revised.
257	Intelligence Index Files	2 or URVC, whichever is later		2 or URVC, whichever is later						consist of Intelligence Cards (Form No. PD-330) which are used as cross references for locating information on criminal intelligence matters.	Arranged by alpha-numerically. Obsolete, now electronic. See Record Series No. 256.
258	J.O.G (Juveniles Out of Gangs) Files	Destroy when reference value ceases.	-	Destroy when reference value ceases.						consist of records relating to this program which seeks to keep kids out of gangs. Contents of these files include training tapes, Arrest/Juvenile Contact Reports (Form No. ARJIS-8), Traffic Collision Reports (Form No. PD-154), and Officer's Report Narratives (Form No. ARJIS-9).	Arranged by subject, by school thereunder. Obsolete; programs are no longer active since January 2000.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
259	Journals and Logs	2	-	2	GRDS No. 255	Journals	2	-	2	are records of activities of staff. Contents include Vice Detective Reports, Vice Unit Monthly Reports, Vice Unit Sign-Out Logs, Massage Parlor Occurrence Logs, and Tape Dictation Logs.	Arranged chronologically. Covered by General Records Disposition Schedule Nos. 255 and 275. Retention for Logs is increased to 2 years or until reference value ceases whichever is later.
					GRDS No. 275	Logs	2 years or until reference value ceases, whichever is later	-	2 years or until reference value ceases, whichever is later		
260	Junk Yard Regulation Files	2		2						include auto wrecker information, Notifications of Business License Application (Form No. PD-1099), and Arrest/Juvenile Contact Reports (Form No. ARJIS-8).	Arranged alphabetically by company name. No longer maintained by the department. Obsolete.
261	Juvenile Arrest Reports	Destroy when no longer needed.	-	Destroy when no longer needed.	RS No. 19A	Criminal Records Management System (CRMS)	Destroy when no longer needed.	-	Destroy when no longer needed.	include Arrest/Juvenile Contact Reports (Form No. ARJIS-8), Investigator's Reports (Form No. PD-153A), and Affidavit and Application for Filing of Juvenile Court Petition (County Dorm PROB. 419). Originals are maintained by Records Section or referral agency (court petitions).	Arranged chronologically. Duplicated no longer maintained. Information is now electronic in Criminal Records Management System. (CRMS) since May 2004.
262	Juvenile Case Index Cards	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever is later.	RS No. 19A	Criminal Records Management System (CRMS)	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	provide a cross-index of information regarding juvenile cases.	Arranged alphabetically by name, Obsolete; no longer created or maintained. Information is now electronic in Criminal Records Management system (CRMS) since May 2009.

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263	License Violation Files	3	3	6	RS No. 263	License Violation Files	6	-	6	are records of persons or organizations which are investigated for violations of the conditions of their operating licenses or permits or for lack of required licenses or permits. Contents of these files include Notices to Appear (Form No. PD-177), Interoffice Communications (Form No. PD-951), Crime/Incident Reports, Arrest/Juvenile Contact Reports (Form No. ARJIS-8), Adult Field Release Arrest Reports, Investigator's Reports (Form No. PD-153A), Officer's Daily Reports (Form No. PD-47), photographs, Notifications of Business License Applications (Form No. PD-1099), Business License/Permit Applications (Form No. PD-761-LD), Officer's Reports (Form No. PD-153), Division of Records (Form No. PD-1109), Municipal Business License Applications (Form No. TR-788), Officer's Narrative (ARJIS-9), Teletype Message (Form No. PD-950), Bingo License Applications (Form No. PD-94), Field Interview Reports (Form No. PD-587), and correspondence.	Arranged alphabetically by name of company or person or arranged chronologically by month and year of report. Division name changed; Copy designation changed from original to duplicated; Will no longer sent to Records Center for storage.
264	Licensing Index Card Files	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.						consist of 3x5 inch index cards used to locate information on police regulated businesses.	Arranged by type of business, generally alphabetically by name of business or owner. Obsolete; no longer created or maintained.

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265	Logs	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.	GRDS No. 275	Logs	2 or until reference value ceases, whichever is longer	-	2 or until reference value ceases, whichever is longer	are records which summarize work performed, cases assigned or arrests made. Contents of these files include Homicide Log Books on employee's work hours, case logs, and arrest logs.	Arranged by type of log, chronologically thereunder. Covered by General Records Disposition Schedule No. 275.
266	Warrant Files	2	-	2						are records of persons found loitering around schools.	Arranged chronologically. Obsolete; no longer created or maintained.
267	Long Distance Telephone Log Files	3	-	3	GRDS No. 275	Logs	2 or until reference value ceases, whichever is longer	-	2 or until reference value ceases, whichever is longer	(Form No. BD-1170), are records of long distance phone calls made by staff.	Arranged chronologically. Covered by General Records Disposition Schedule No. 275. Retention changed to 2 years or until reference value ceases, whichever is later.
268	Massage Establishment and Technician Files	3	-	3	GRDS No. 410	Application for Permits and Licensing	Expiration of license + 5	-	Expiration of license + 5	are records of the licensing and regulation of these establishments and technicians. Licenses are valid for one year. Contents of these files include Massage Establishment Registration Cards, License/Permit Applications for Renewal, Business License/Permit Applications (PD-761-LD), fingerprints, massage technician training certificates, and Health Certification Forms (Form No. PD-139C).	Arranged by establishment and technician, alphabetically by name thereunder. Covered by General Records Disposition Schedule No. 410. Retention increases to expiration + 5 years.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
269	Missing Juvenile Files	Send to Records Section after case is closed.	-	Send to Records Section after case is closed.	RS No. 19A	Criminal Records Management System (CRMS)	Send to Records Section after case is closed.	-	Send to Records Section after case is closed.	consist of information on juveniles who have been reported as missing from their home or domicile.	Arrange by case. Maintained electronically in Criminal Records Management System (CRMS) since 2004
270	Modification Reports	Destroy when no longer needed.	-	Destroy when no longer needed.						detail errors made in data entry and are used to make corrections.	Arranged numerically by case. Obsolete; no longer created or maintained since July 1998.
271	Mug Books	Life of offender +2	-	Life of offender +2	RS No. 271	Mug Books	Life of offender +2	-	Life of offender +2	are collections of photographs of convicted criminals. The books are used by crime victims to try and identify possible offenders	Arranged by race, sex, and features. Division name changed..
272	Mug Shot Files	2 or until reference value ceases, whichever occurs later.	-	2 or until reference vallue ceases, whichever is later	RS No. 272	Mug Shot Files	2 or URVC, whichever is later	-	2 or URVC, whichever is later	are photographic records of individuals previously arrested of suspected or violating laws relating to vice. Contents include photographs, Intelligence Cards (Form No. PD-380), Officer's Reports (Form No. ARJIS-8), Changes of Charge (Form No. PD-1136), and Dispositions of Arrest and Court Action (State Form No. JUS 8715).	Arranged by subject, alphabetically by name thereunder.
273	Murder Books	Destroy when reference value ceases.	-	Destroy when reference value ceases.	RS No. 115	Homicide Case Files - Solved and Unsolved	99*	-	99	consist of summary information on murders. Contents of these books include Homicide Investigations (Form No. PD-332), News Releases, Crime Case Cancellations (Form No. PD-1101), and Crime Reports (Form No. PD-330).	Arranged chronologically by year. This is now part of Record Series No. 115. *Send to Records Section after completion of court action or investigation of unsolved cases.

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274	Narcotics Complaint Files	2 or until reference value ceases, whichever occurs later.	-	2 years or until reference value ceases, whichever is later.	RS No. 274	Narcotics Complaint Files	2 or URVC, whichever is later.	-	2 or URVC, whichever is later.	are records of complaints by citizens regarding alleged narcotics activities. Complaints are investigated then kept for reference in case of future activities. Contents of these files include Complaint Forms, Narcotics Complaints, and Interoffice Communications (Form No. PD-951).	Arranged by area or beat, by assigned officer, and chronologically thereunder. Maintained electronically in Local Area Network (LAN)
275	Nude Entertainer Files	3		3	GRDS No. 410	Application for Permits and Licensing	Expiration of license +5	-	Expiration of license +5	are records the licensing and regulation of nude entertainment establishments and nude entertainers. Contents of these files include Business License/Permit Applications (Form No. PD-761-LD) and fingerprints.	Arranged alphabetically by name. Covered by General Records Disposition Schedule No. 410. Retention increases from 3 yrs to expiration + 5 yrs.
276	Office Management Files (Police/Special Operations/Investigation I/ Licensing)	3	-	3	GRDS No. 135	Expenditure made with Department Funds	3	-	3	document the day-to-day financial and administrative activities of the office. Contents of these files include Stores Requisitions (Form No. PA-1434), Order Forms - Fiscal Management (Form No. PD-478), packing slips, Office Product Order Forms, Daily Cash Receipts (Form No. AC-1221), deposit slips, cash register tapes, and related materials.	Arranged chronologically. Covered by General Records Disposition Schedule No. 250.
					GRDS No. 250	Other Source of Revenue	3	-	3		
276	Office Management (Police/Special Operations/ Investigation III/VICE)	3	-	3	GRDS No. 135	Expenditure made with Department Funds	3	-	3	consist of records which document the day-to-day administration of the office. Contents of these files include Work Requests (Form No. PW-999B), invoices, Stores Requisitions (Form No. PA-1434), and overtime logs.	Arranged chronologically. Covered by General Records Disposition Schedule No. 135 "Expenditure made with Department Funds" and No. 275 "Logs". Retention for "Logs" changed to 2 yrs or URVC.
					GRDS No. 275	Logs	2 or URVC whichever is later	-	2 or URVC whichever is later		

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276	Office Management Files (Police/Special Operations/ Investigation II/Sex Crimes)	3		3	GRDS Section GI	Financial Records (Office Management Files)	See applicable GRDS Number			consist of records which document the day-to-day administration of the office. Contents of these files include Purchase Orders (Form No. PA-2555B) and payroll statistics.	Arranged by type of record, by purchase order number or chronologically thereunder. Covered by General Records Disposition Schedule Section GI and No. 275.
					GRDS No. 275	Logs	2 or URVC whichever is later	-	2 or URVC whichever is later		
277	Operational Files	2 or until reference value ceases, whichever occurs later.		2 or until reference value ceases, whichever is later	RS No. 277	Operational Files	2 or until reference value ceases, whichever is later	-	2 or until reference value ceases, whichever is later	consist of subjects related to the operations and functions of this section. Subjects in these files include District Attorney Grant Proposal, drivers license inspections, gang and drug problems, NST inventory, specialized equipment, impounds, assets, asset seizures and forfeitures, expectations/goals, paraphernalia laws, complaint activity memoranda, job description operations manual, Field Officer Training Program, video library training, and report of inspection. Contents of these files include brochures, pamphlets, State and Federal laws, inventory lists, Drivers License Inspection Sheets, procedures manuals, Reports of Inspection (PD-582), and training manuals.	Arranged by subject.
278	Paratransit									Consist of the records documenting	Arranged by active or

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Record Series No.	Records Series Title	Retention			Record Series No.	Records Series Title	RETENTION			Contents	Remarks
		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
	Company Regulation Files									the licensing and regulation of types of paratransit companies. Files include information on taxi companies and j jitney companies. Contents of these files include Insurance Verifications, Certificates of Insurance, Paratransit Vehicle Inspections (PD-966), copies of licenses, Applications for Paratransit Permits, Medical Examination Reports, Safety Compliance Reports (State Form No. CHP-343), Arrest/Juvenile Contact Reports (ARJIS-8), Officer's Reports/ Narratives (ARJIS-9), Notices of Admonition, Fictitious Business Name Statements (231A), Statements of Taxicab Rate of Fare (FM-1396), Radio Service Contracts, Applications for Transfer of Taxicab/Paratransit Permits, fingerprints, Requests for Records Search (PD-199), Paratransit Vehicle Registers (PD-12), Taximeter Test Reports, Taximeter/Odometer Inspection Reports, Traffic Warning Tickets (PD-519), Traffic Collision Reports (PD-154), Notices of Cab Removal from Service, Taxicab Radio Service Requests for Frequency Coordination, Notices of Change of Name/Address/Phone Number (FM-1397), Background Investigations, monthly statistics, permit processing checklists, receipts for payment of business tax, photographs, and Paratransit Vehicle Registers (PD-12).	closed, by type of paratransit company thereunder, alphabetically by company name further thereunder. Obsolete; no longer regulated or maintained by Police since July, 1996. No prior original papers exist. *Records required for the on-going regulation of paratransit companies, such as applications for permits, licenses, and background investigations. **Records not required for the on-going regulation of paratransit companies or which have a limited applicability or are superseded. Examples are receipts, warning tickets, and statistics.
	Original*	Closed +1	2	Closed +3 years							
	Original**	3		3							

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
279	Paratransit Permit Transfer Files	2 or until superseded , whichever occurs later	-	2 or until superseded , whichever occurs later						consist of documents relating to the transfer of permits to operate a paratransit company or paratransit vehicle in the city from one company or individual to another. Subjects in these files include transfers pending, meter information, radio services, and rates. Contents of these files include fingerprints, correspondence, Permit Processing Checklist - Taxi Transfer Applications, Applications for Transfer of Paratransit Permit, Customer Receipt Copy - Driver License/Identification Card/Information Request, Certificates of Death (Form No. VS-11), meter information, lists of taxicab operators, and lists of taxicab companies.	Arranged by subject, alphabetically by name thereunder. Obsolete; no longer regulated or maintained by Police since July, 1996. No prior original papers exist.
280	Paratransit Route Reports	2 or until superseded , whichever occurs later.	-	2 or until superseded , whichever occurs later						computer printouts which give routes for jitney companies operating in the city.	Arranged by route number or alphabetically by company name. No longer regulated or maintained by Police since July, 1996. No prior originals papers exist
281	Pawn Shop Reports	1	1	2	RS No. 281	Pawn Shop Reports	2	-	2	include Pawn Broker/Second Hand Reports which list stores, locations, and items sold. Used to look for stolen items.	Arranged alphabetically by name, numerically by code number thereunder. Division name changed. Records will remain in the department for 2 yrs.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
282	Peep Show Files	3	-	3	GRDS No. 420b.	Permits of Limited Duration	Expiration of license +3	-	Expiration of license +3	are records of the licensing and regulation of peep shows. Permits to operate peep shows are valid for one year. Contents of these files include Business License/Permit Applications (Form No. PD-761-LD) and correspondence.	Arranged alphabetically by name of the business. Record Series changed from Record Series No. 287 Schedule 1 to General Records Disposition Schedule No. 420b "Permits of Limited Duration". Retention changed from 3 years to "expiration + 3 years."
283	Police Incident Files	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever is later	RS No. 283	Police Incident Files	2 or until reference value ceases, whichever is later	-	2 or until reference value ceases, whichever is later	are records of police officers and/or suspects killed or wounded. Files consist of summarized information on types of weapons, types of victims, motives, and other facets of the incidents.	Arranged chronologically. Division name changed.
284	Press Releases	Destroy when no longer needed	-	Destroy when no longer needed						are information sent to local newspapers regarding murder cases.	Arranged chronologically. Permanent Press Releases are maintained on the Local Area Network (LAN) system by Police/Media Affairs.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
285	Private Patrol Files	3	-	3						are records related to the application of private patrol companies for licenses operate in San Diego. Contents of these files include Municipal Business License Applications (Form No. TR-1011), Business Licenses/Permit Applications (Form No. PD-761-LD), Municipal Business Tax Declarations (Form No. TR-1597), photographs, Private Street Patrol Owner License Applications (Form No. PD-377), and Declarations of Business Tax (Form No. TR-1601).	Arranged alphabetically by name of the firm. Obsolete; no longer created or maintained. All records destroyed.
286	Property Tag Files	Destroy when no longer needed.	-	Destroy when no longer needed.						include Property Tags (Form No. PD-727), and Property Releases (Form No. PD-184). Files show that property was confiscated as a result of arrest and property was releases. Originals maintained by Property Section	Arranged by arresting officer, chronologically thereunder. Obsolete; no longer maintained by this division. All records destroyed. Originals kept by Property Room, Record Series No. 139.
287	Property Tags	Destroy when reference value ceases.	-	Destroy when reference value ceases.						(Form No. PD-727) are identifiers for property seized during arrests.	Unarranged. Obsolete; no longer maintained by this division. All records destroyed. Originals kept by Property Room, Record Series No. 139.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
288	Returned Check Files	3	-	3	GRDS No. 250	Other Sources of Revenue	3	-	3	include correspondence, Daily Cash Receipts (Form No. AC-1221), checks, Receipts for Certified Mail (Postal Service Form No. PS 3800), and Return Receipts (Postal Service Form No. PS-3811).	Arranged chronologically. Record Series changed from Record Series No. 288 Schedule 1 to General Records Disposition Schedule No. 250 "Other Source of Income".
289	Robbery Case Files				RS No. 19A	Criminal Records Management System (CRMS)	URVC	-	URVC	are records of the investigations of robberies. Contents of these files include Investigators Reports (Form No. PD-153A). Crime/Incident Reports (ARJIS-2), Arrest/Juvenile Contact Reports (ARJIS-8), Officer's Report Narratives (ARJIS-9), and correspondence.	Arranged by investigator, by case number thereunder. Now maintained in the Criminal Records Management System (see Record Series No. 19A).
	Original/ Prosecuted	Send to Records Section after completion of court action.									
	Original/ Not prosecuted or unsolved	4	-	4							
290	Route Slip (Police/Special Operations/Investigations I/Juvenile)	1	-	1	GRDS No. 605d	Route Slips	6 mos. Or Destroy when reference value ceases	-	6 mos. or destroy when reference value ceases	Route slips are records of request for information or complaints about policies or procedures by the public which are referred to staff for response. Citizens Assistance maintain Route Slips for five years	Arranged chronologically. Covered by General Records Disposition Schedule No. 605d "Route Slips (Form No. CM-8) and responses". Retention changed from "1 year" to "6 months or until reference value ceases."
290a	Route Slips(Police/	Destroy when	-	Destroy when	GRDS No. 605d	Route Slips	6 months or Destroy	-	6 months or destroy	(Form No. CM-8), are reports of possible narcotics activities. Route	Unarranged.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
	Special Operations/ Investigation III/Narcotics Street Team)	reference value ceases.		reference value ceases.			when reference value ceases		when reference value ceases	Slips are maintained by Citizens Assistance for five years.	Covered by General Records Disposition Schedule No. 605d "Route Slip". Retention changed from Until Reference Value Ceases to 6 months or Destroy when Reference Value Ceases.
290b	Route Slips (Police/Special Operations/ Investigation I/Licensing)	Destroy when reference value ceases.	-	Destroy when reference value ceases.	GRDS No. 605d	Route Slips	6 months or Destroy reference value ceases	-	6 months or until reference value ceases	files include 1472's, Route Slips (Form No. CM-8), and reports on licensing and permits. . Route Slips are maintained by Citizens Assistance for five years.	Arranged by report or route slips, chronologically thereunder. Covered by General Records Disposition Schedule No. 605d "Route Slip". Retention changed to "6 months or Destroy when Reference Value Ceases".
291	Safety Patrol Administration Files	2 or until reference value ceases, whichever occurs later.	-	2 years or until reference value ceases, whichever is later	GRDS No. 15	Administrative Files/Department Working Files - Transitory	2	-	2	include training materials, memoranda, rosters, and procedures.	Arranged by subject. Covered by General Records Disposition Schedule No. 15 "Department Working Files-Transitory". Retention changed from "2 years or Until Reference Value Ceases" to "2 yrs". Records in this series which need to be kept longer should be removed and placed with an appropriate record series with longer retention.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
292	Safety Patrol Information Files	2 or until references value ceases, whichever occurs later.	-	2 years or until reference value ceases, whichever is later	GRDS No. 15	Administrative Files/Department Working Files - Transitory	2	-	2	consist of documents relating to the School Safety Patrol Program. Subjects in these files include Christmas Party, History of S.S.P., Colonel, and Camp Program. City Council Presentations and Activity Recaps. Contents of these files include Certificates of Appreciation, reports, bulletins, Requests for Council Action (Form No. CM-1472), Permits for Use and Occupancy of Premises and Facilities at Palomar Mountain Camp, and Inspection Reports (Form No. PD-582).	Arranged by subject. Covered by General Records Disposition Schedule No. 15 "Department Working Files – Transitory". Retention changed from "2 or Until Reference Value Ceases" to "2 years". Records in this series which need to be kept longer should be removed and placed with an appropriate record series with longer retention.
293	Scrap Metal Reports	3 mos.	1 yr, 9 mos.	2						list items bought and sold at scrap yards.	Arranged chronologically. Obsolete; no longer investigated or maintained since 1998. Previous original records are no longer exists.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
294	Search Warrants Files	3 or until reference value ceases, whichever occurs later.	-	3 or until reference value ceases, whichever is later	RS No. 294	Search Warrants Files	3 or until reference value ceases, whichever is later	-	3 or until reference value ceases, whichever is later	are records of search warrants issued relative to the investigation of suspected narcotics activities. Contents of these files include Packets (Form No. PD-479), Operations Reports, Receipts and Inventory (County Form 197), and Search Warrants.	Arranged numerically by street number and alphabetically by street name. Division name changed.
295	Second Hand Dealers License Files				GRDS No. 410	Application for Permits and Licensing				are records resulting from the regulation of second hand dealers by the Licensing Section. Includes correspondence regarding dealers who are exempt from the licensing requirements. Contents of these files include Second Hand Dealer Licenses (Form No. JUS-126), Applications for Second Hand Dealers Licenses (Form JUS-125), information on applicants,	Arranged by active, expired, and exempt. Active and expired files are arranged alphabetically by company or individual name thereunder; exempt files are arranged chronologically thereunder. Covered by General
	Original	Expiration of license +2.	-	Original - Expiration of license +2		Original	Expiration of license + 5	-	Expiration of license + 5		

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
	Original/ Exempt	3	-	3		Original/Exempt	3	-	3	Applications for Renewal, and correspondence.	Records Disposition Schedule No. 410 “Application for Permits and Licenses”. Retention for Original Copy changed to “Expiration + 5 years”. Police regulated industry; licensing files contain both the application and the permit.Section 33.0305(c) of the SD Municipal code allows applications for police permits to be denied if same or similar denied within 5 years previous, and although not always applicable to every police related industry, a decision was made to be consistent and to retain all police licensing files (all contents inc.both the applications and permits) until the permits expiration date + 5 years, at a minimum.
296	Sex Crimes Case Files				RS. No. 19A	Criminal Records Management System (CRMS)	URVC	-	URVC	are records of the investigation of sex crimes. Contents of these files include duplicate Crime/Incident Reports (ARJIS-2), Officer’s Report Narratives (ARJIS-9), and Arrest/Juvenile Contact Reports (ARJIS-8). Originals are kept by Records Division in Criminal Records Management System (CRMS). are paper copy produced prior to May 2004.	Arranged by case number. Copy designation changed from Original to Duplicate. Retention period changed. These are the same as Crime Case/Sex Crimes in Records Series No. 81. Electronic Record
	Original/ Prosecuted	Send to RC after completion of court action.			RS No. 81a	Crime Case Files/Sex Crimes	20	-	20		
	Original/ Not prosecuted or unsolved	4	-	4							

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
											Retention to follow retention of Record Series No. 19A, and original paper record retention to follow Records Series 81a Schedule 1, with retention of 20 years.
297	Sex Registrant Files	99 or death of registrant +2, whichever occurs first.	-	99 or death of registrant +2, whichever occurs first.	RS No. 297	Sex Registrant Files	99 or death of registrant +2, whichever is later	-	99 or death of registrant +2, whichever is later	consist of Sex Crimes Unit Registration Forms (Form No. PD-581), and crime synopses. Similar Information is also maintained in the Records Section.	Arranged by ethnic group, alphabetically by name of registrant. Division name changed.
298	Solicitor Files	1	2	3	GRDS No. 410	Applications for Permits and Licenses	Expiration of license + 5	-	Expiration of license + 5	are records of those persons applying for a solicitor's license. Contents of these files include Solicitor Registration Applications (Form No. PD-369), and Door-to-Door Registration Cards (Form No. PD-1483).	Arranged alphabetically by name. Covered by General Records Disposition Schedule No. 410 "Application for Permits and Licenses". Retention changed from 3 years to expiration + 5 years. Police regulated industry; licensing files contain both the application and the permit. Section 33.0305(c) of the San Diego Municipal code allows applications for police permits to be denied if same or similar denied within 5 years previous, and although not always applicable to every police related industry,

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
											a decision was made to be consistent and to retain all police licensing files (all contents, including both the applications and permits) until the permits expiration date + 5 years, at a minimum.
299	Statistical Reports	5	-	5	GRDS No. 10	Administrative Files/Department Working Files-Routine	5	-	5	are records of activities of the section and include Quarterly Reports, Statistics for the Quarter, Activity Recaps, Case Load Management Reports, and Alarm Ordinance Daily Recaps.	Arranged chronologically by quarter. Covered by General Records Disposition Schedule No. 10. Division name changed.
300	Status Reports (Monthly)	2	-	2	RS No. 300	Status Reports (Monthly)	2	-	2	record activities of section staff. Contents of these files include Currency Seizure Reports, Monthly Disciplinary Reports (Form No. PD-850-IC), Arrest Log. Maintained in the LAN/ACCESS database.	Arranged chronologically by month. Division name changed. Copy designation revised. Record series description revised.
301	Stolen Property Reports	Destroy when reference value ceases	-	Destroy when reference value ceases	RS No. 19A	Criminal Records Management System (CRMS)	Destroy when no longer needed	-	Destroy when no longer needed	REPORTS (Computer Report ARJIS B73-375-01) are used to check against items sold at swap meets or pawn shops.	Arranged chronologically. Obsolete; no longer kept since 1998. All information is now contained in Criminal Records Management System (CRMS) (see RS No. 19A).

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
302	Suspect Cards	2 or until reference value ceases, whichever occurs later.	-	2 years or URVC, whichever occurs later.						Fraudulent Check Report Inquiry cards (Form No. PD-1174) summarize information on forgery suspects.	Arranged alphabetically by suspect name. Obsolete; no longer used since January, 2000. Previous original records are no longer exist.
303	Suspects Files	2 or until reference value ceases, whichever occurs later.	-	2 years or until reference value ceases, whichever occurs later.	RS No. 303	Suspects Files	2 or until reference value ceases whichever occurs later	-	2 or until reference value ceases, whichever is later	consist of personal information on individuals suspected of violation or having violated vice laws. Contents include Prostitute/Transtestite/Pimp card.	Arranged by type of suspect, alphabetically by name thereunder. Division name changed.
304	Swap Meet Sales Reports	1	1	2						(State Form OCCl B56) list meet locations, items sold, and money received. Reports are used to check for stolen property.	Unarranged. Obsolete; no longer investigated since 1998. Previous original records are no longer exist.
305	Technical Reference Materials (Police/Special Operations/ Investigations I)	Destroy when reference value ceases.	-	Destroy when reference value ceases	GRDS No. 625b	Technical Reference Materials/Produced by the City	Superseded or URVC	-	Superseded or URVC	consist of non-record materials used for reference purposes. Contents of these files include training manuals, brochures, books, newspaper and magazine articles, pamphlets, and Video tapes.	Arranged by subject. Covered by General Records Disposition Schedule Nos. 625b “Technical Reference Produced by the City” and 630 “Technical Reference Produced by Other Agency”.
					GRDS No. 630	Technical Reference Materials/Produced by other Agency	URVC	-	URVC		
305a	Technical Reference Materials	Destroy when reference	-	Destroy when reference	GRDS No. 625b	Technical Reference Materials/Produced by the City	Superseded or URVC	-	Superseded or URVC	consist of duplicate or non record from inside and/or outside the City used for reference purpose.	Unarranged Covered by General Records Disposition

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
	(Police/Special Operations/ Investigations III/ Criminal Intelligence)	value ceases.		value ceases.	GRDS No. 630	Technical Reference Materials/Produced by other Agency	URVC	-	URVC		Schedule Nos. 625b “Technical Reference Produced by the City” and 630 “Technical Reference Produced by Other Agency”.
306	Tow Truck Card Files	2 or when inactive, whichever occurs later.	-	2 or when inactive, whichever occurs later.						include Impound Vehicle Cards (Form No. PD-890-LD) which contain vehicle information on all tow trucks operating in the city.	Arranged alphabetically by tow truck company name. Obsolete; no longer in use since July 1999. By law, the Police Department can no longer regulate tow companies. Previous original records are no longer exist.
307	Towing Cards	3 mos.	1 yr, 9 mos.	2						(Form No. PD-1169) are records of cars towed at police direction.	Arranged chronologically. Obsolete; not in use since July 1999. By law the Police Department can no longer regulate tow companies. Previous original records are no longer exist.
308	Towing Company Driver Cards	2 or until reference value ceases, whichever occurs later.	-	2 or until reference value ceases, whichever occurs later.						Form No. PD-597) are records of operators towing vehicles, including photographs.	Arranged alphabetically by towing company. Obsolete; not in use since 1999. By law, the Police Department can no longer regulate tow companies.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
											Previous original records no longer exist.
309	Towing Company Regulation Files	3	-	3						consist of documents relating to the licensing and regulation of towing companies operating in the City. Contents of these files include Business/License Permit Applications (Form No. PD-761-LD), Business License Applications (Form No. TR-1011), Notifications of Business Tax Declarations (Form No. PD-1099), Municipal Business Tax Declarations (Form No. TR-1597), Vehicle Reports (Impound Release) (Form No. PD-143), Officer's Reports/Narratives (ARJIS-9), Arrest/Juvenile Contact Reports (ARJIS-8), photographs, impound complaints, and correspondence.	Arranged by active and inactive, alphabetically by company name thereunder. Obsolete. By law the Police Department can no longer regulate tow companies. Previous original records no longer exist.
310	Towing Working Files	2 or until reference value ceases, whichever occurs later.	-	2 years or until reference value ceases, whichever occurs later	RS No. 310	Towing Working Files	2 or until reference value ceases, whichever occurs later	-	2 or until reference value ceases, whichever is later	consist of various subject files relating to towing and towing companies. Subjects in these files include applications, tow drivers, ordinances, inspectors, rates, and contract information. Contents of these files include Applications for Driver for Hire License (Form No. PD-63), photographs, Applications for Paratransit Vehicle Driver's Identification Card (Form No. PD-163), impound complaints, tow totals, Arrest/Juvenile Contact Reports (ARJIS-8), officer's Narrative Reports (ARJIS-9), Investigator's Reports (PD-153A), Vehicle Impound Records (PD-785-A), Tow Company Lists, tow history, contracts,	Arranged alphabetically by subject. Record Series description revised and division changed. Division name changed.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
										agreements, Tow Card Slips (PD-1114), Vehicle Reports (Impound/Released) (PD-143), memoranda, and correspondence.	
311	Training Tapes	Destroy when references value ceases.	-	Destroy when references value ceases.						are educational video and audio tape recordings used in the unit or in schools for training or educational purposes.	Unarranged. Obsolete; not maintained since 1998. Previous original records no longer exist.
312	Typewriter Repair Reports	1	1	2	GRDS No. 95a	Records of Equipment Service, Maintenance, or Repair	2	-	2	are used to check for stolen property.	Arranged chronologically. Covered by General Records Disposition Schedule No. 95a. Department retention changed from 1 year to 2 years to show that the records will no longer be sent to the Record Center.
313	Warrants Files	2	-	2	RS No. 19A	Criminal Records Management System (CRMS)	2	-	2	are records relating to cases where warrants for arrest have been filed. Contents of these files include Case Packet (Form No. PD-679), Forgery Notification Letters, bank statements, photographs, collection notices, depositors' agreements, Investigator's Reports, Lab Service Requests (Form No. PD-481), Fraudulent Document Reports, (Form No. PD-532), and Handwriting Analysis Cards (Form No. PD-296). Originals are maintained by the Records Section.	Arranged numerically by case number. Obsolete; no longer maintained since January 2002. Files are scanned into Criminal Records Management System (CRMS) (see Record Series No. 19A) or forwarded to prosecuting agency when arrests are made.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
314	Citation Files	3 mo.	1 yr, 9 mo	2	RS No. 314	Citation Files	2	-	2	are citations and moving citations. If problems occur with the citations the City Attorney’s Office sends a note to the officer to correct a citation. Correction notices are mailed to the defendant and Records Division who attaches the copy to the copy of the citation. Contents of these files include, Notice to Appear (Form No. PD-1770, ARJIS-2, ARJIS-3, ARJIS-9, Photo Packets (Form No. PD-1135-FOA), Citation Correction Notice (Form No. PD-494), 647(1), PC Follow-up (PD-989-K), County Warrant Printout, Investigator’s Report and Search Warrants.	Arranged by the month the ticket was written. Record Series title changed from “Complaint Request“ Evaluation/ Rejection/Citation Files” to “Citation Files” Records series description revised. Department retention period changed from 3 months to 2 years to show that the records are no longer be sent to the Record Center.
315	Internal Affairs Investigation Logs	5	-	5	GRDS No. 275	Logs (Internal Affairs Investigation)	2	-	2	are logs of cases assigned to Internal Affairs Investigators and area commands.	Arranged chronologically by receipt data. Covered by General Records Disposition Schedule Record Series No. 275 “Logs”. Retention changed from 5 years to 2 years.
316	Claims Files	2	-	2	RS No. 316	Claims Files	5	-	5	are records of City claims filed by citizens as a result of a police interaction.	Arranged alphabetically. Retention increased from 2 years to 5 years.

Conformance Chart for POLICE DEPARTMENT											R-309234
Records Disposition Schedule Revised as of October 23, 2013											Date: 09/23/2014
PREVIOUS					CURRENT						
Record Series No.	Records Series Title	Retention			Record Series No.	Records Series Title	RETENTION			Contents	Remarks
		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
317	Forced Blood Draw Logs	2	-	2	GRDS No. 275	Logs	2 or URVC, is later	-	2 or URVC, whichever is later	are logs of individuals who required forced blood draws.	Arranged chronologically. Covered by General Records Disposition Schedule No. 275 "Logs". Retention changed from 2 years to "2 years or Until Reference Value Ceases".
318	Citizens Review Board Notes	5	-	5	GRDS No. 400a	Working Files/Board, Commission, Agency, Authority, or Task Force	5 or URVC	-	5 or URVC	are comments and notes written by the Citizens' Review Board during their review of Internal Affairs investigations.	Arranged by date of board review, by case number. Covered by General Records Disposition Schedule No. 400a "Working Files/Boards, Commission, Authority or Task Force". Retention changed from "5 years" to "5 years or Until Reference Value Ceases".
319	Watch Command Journals	2	-	2	GRDS No. 255	Journals	2	-	2	are daily journals of significant occurrences that take place during the three shifts.	Arranged chronologically. Covered by General Records Disposition Schedule No. 255 "Journals".

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
320	Shooting Investigations	5	-	5	RS No. 320	Shooting Investigations	5	-	5	are conducted by Internal Affairs and cover all police-involved shootings, accident shootings, intentional shootings and shootings involving animals.	Arranged chronologically by year, numerically by case number.
321	Case Assignment Logs	5	-	5	GRDS No. 275	Logs	2 or URVC, whichever is later	-	2 or URVC, whichever is later	are logs maintained by Internal Affairs Lieutenants of cases assigned to the investigative sergeants.	Arranged chronologically and also by sergeant's name. Covered by General Records Disposition Schedule No. 275 "Logs". Retention changed from "5 years" to "2 years or Until Reference Value Ceases".
322	Canine Unit Files	5		5	GRDS No. 10	Administrative Files/Department Working Files-Routine	5	-	5	are records of the active canine teams used in police work. The files include bite reports, training evaluations, and medical records.	Arranged by team name. Covered by General Records Disposition Schedule No. 10. Department Working Files Routine". Division name changed.

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		Department	Record Center	Total Retention			Department	Record Center	Total Retention		
					RS No. 19A	Criminal Records Management System (CRMS)	See individual record series for retention			Is an electronic records management system which was implemented by the Police Department in May 2004. CRMS has a central database that can be updated electronically from field reports over the wide area network (WAN). Officers work on laptops in their cars and submit automated file reports for CRMS. Officers may also print out their reports and bring them to Police Records to have their reports scanned into CRMS. Information in this database includes documentation of the investigation and reporting of misdemeanor and felony crimes, investigation of felony sex crimes, records of contacts made, suspects arrested (both juvenile and adult), processed and placed into incarceration at the County Jail and juvenile facilities, and records of persons wanted for arrest for less than felony crimes. Once reports are scanned, paper reports are kept for 30 days by Police Records. For electronic reports in CRMS there is a monthly purge job that runs on the first Friday of every month. Report types subject to purge are Field Interviews, Juvenile Jackets, Not Booked, Warrant of Arrest and Notify Warrant. Not Booked, Notify Warrant and Warrant of Arrest are purged at two years, based on the date of the report in CRMS. Field Interviews are purged.	Files are unarranged.

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PREVIOUS					CURRENT								
Record Series No.	Records Series Title	Retention			Record Series No.	Records Series Title	RETENTION			Contents	Remarks		
		Department	Record Center	Total Retention			Department	Record Center	Total Retention				
					Cont... RS No. 19A	Criminal Records Management System (CRMS)	See individual record series for retention			after 5 years based on the Field Interview Report date. Juvenile Jackets are purged after the juvenile reaches 20.5 years of age and they must be assigned, have a jacket number, and detective disposition. All other reports are kept permanently This system holds all the information divided into different Record Series.			
					RS No. 323	Automatic Vehicle Location Data	5	-	5	This data is used for officer safety purposes by the Computer Aided Dispatch (CAD) System and Automatic Vehicle Location (AVL) software to map GPS equipped units in real-time on the dispatch center's tactical map displays. Historical records are retained for investigative purposes and allow the location of GPS enabled vehicles to be retrieved relative to specific incidents or date/times. This record series has 5 year retention to support investigative uses of AVL data.	Approved: 09/13/2016 <ul style="list-style-type: none">New Record Series		
DEPARTMENT HEAD: This Records Disposition Schedule is a complete list of all records generated or maintained by this Department and is approved.													
Signature:						Date:							
Signature on File						August 29, 2014							
Shelley Zimmerman, Chief of Police													
APPROVED BY:							APPROVED BY:						
Signature:							Date:		Signature:			Date:	
Signature on File							September 4, 2014		Signature on File			September 02, 2014	
Elizabeth Maland, City Clerk							Paige Folkman, Deputy City Attorney						